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ABSTRACT

Designed for use in the classroom, by counselors, or as a self-study unit, this curriculum guide is for the fifteen- to twenty-year-old considering moving from home for the first time who is considered a slow learner. It explores eight units of study for essential living skills, each in the form of an instructional unit. Each unit is divided into sub-units and is so designed that students can work at their own pace. Within each unit are unit outlines, behavioral objectives, suggested activities for teacher and student, information sheets, self-help tests and self-help answers, and unit tests and unit test answers. Units cover living skills, such as cooking, sewing, clothing care, auto maintenance, and basic consumer knowledge. Specific topics include (1) things to do before leaving home: (2) the first home away from home: (3) clothing purchase, care, and maintenance: (4) physical, mental, and emotional health: (5) the kitchen (cooking): (6) care of a car: (7) major purchases: and (8) common sense knowledge (telephone, door-to-door salespersons, neighbors, and job). (YLB)

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ESSENTIAL LIVING SKILLS

Welcome to the Real World

by

Dorothy L. Needham

1979

Produced by
Kansas Vocational Curriculum Dissemination Center
Pittsburg State University
Pittsburg, Kansas

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U.S. DEPARTMENT OF HEALTH,
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

DEDICATION

It is with extreme pleasure that this curriculum guide, Essential Living Skills, is dedicated to Pittsburg State University and especially to the Kansas Vocational Curriculum and Research Center. The University and Center provided the opportunity to research, compile and write this curriculum guide.

PREFACE

When working with non-handicapped or handicapped individuals, we hope that all will learn and grow. We hope that all will gain a conviction not only of their own worth, but also of their capacity to mobilize themselves to deal with life.

We hope that this publication by Dorothy Needham will be useful for all in assisting them in their quest for ways to deal with the essential living skills in our present society.

We feel fortunate in having Dorothy Needham write on a subject that for years has been taken for granted by many individuals in our society. Perhaps this publication can be expanded in the future to assist those who are considered non-handicapped in coping with their problems in society.

Frank M. Slapar

Frank M. Slapar, Ph.D.
Director
Kansas Vocational Curriculum
and Research Center

FOREWARD

Living skills such as cooking, sewing, care of clothing, auto maintenance, and basic consumer knowledge are absolutely vital for survival in the real world. Essential Living Skills has been written especially for the 15 to 20 year old considering moving from home for the first time and can be easily understood by the slow learner.

This guide is meant to be used by groups of students in this age bracket. After completion of this guide, it is anticipated each member of the group will possess the necessary information to successfully manage on his/her own with a minimum of outside assistance.

This guide can be used in the classroom, by counselors, or as a self-study unit. It is also a great reference book for those living on their own for the first time.

Dorothy L. Needham

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HOW TO USE THIS GUIDE

INSTRUCTIONAL UNITS

The curriculum guide explores eight units of study for essential living skills. Each unit is in the form of an instructional unit. Each unit is divided into Sub-Units and is so designed that students can work at their own pace. Within each unit are Unit Outlines, Behavioral Objectives, Suggested Activities for teacher and student, Information Sheets, Assignment Sheets, Self-Help and Self-Help Answers, Unit Tests and Unit Test Answers.

OBJECTIVES

Each unit is based on measurable behavioral objectives. The objectives state the goals of the course in a manner whereby the teacher and the student will be able to identify the changes in behavior expected to occur as a result of the instruction.

The objectives are stated in two forms. These are Terminal Objectives which state the subject matter to be covered in the unit and Specific Objectives which state the student performance necessary to reach the Terminal Objective. These objectives must be understood by the student so they will know what is expected of them. Teachers should feel free to add objectives.

SUGGESTED ACTIVITIES

Each Unit and Sub-Unit of instruction has Suggested Activities for steps to follow in accomplishing the Specific Objectives. These activities are listed for both teacher and students saying who is responsible for carrying out the activities.

INFORMATION SHEETS

The Information Sheet provides content essential for achieving the objectives of each unit. These sheets present background knowledge that is necessary to live in the "Real World".

ASSIGNMENT SHEETS

Assignment Sheets give direction of study and provide practice to test knowledge and skill development.

SELF-HELP AND SELF-HELP ANSWER SHEET

These sheets are provided especially for the student and therefore, after their use, the student can evaluate his/her progress.

UNIT TEST

Each unit has a test and these are for measuring student achievement of each objective.

TEST ANSWERS

Test answers are provided for each unit.

COLOR CODES

White - Terminal and Specific Objectives
Suggested Activities

Green - Information Sheets

Tan - Assignment Sheets

Ivory - Self-Help
Self-Help Answers

Yellow - Unit Tests

Pink - Answers to Unit Tests

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THINGS TO DO BEFORE LEAVING HOME

BEFORE LEAVING HOME
UNIT I

OUTLINE

A. Insurance
   1. Life
   2. Auto
   3. Health
   4. Personal property insurance

B. Health examinations

C. Basic tool kit

D. Chamber of commerce

E. Important papers

F. Prepare clothing

G. Take the basics

H. Money

BEFORE LEAVING HOME
UNIT I

TERMINAL OBJECTIVE

Upon completion of this unit, the student should be able to plan several activities in preparing to leave home. This knowledge will be evidenced by scoring 85% on the Unit Test.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Select the required insurance for their immediate needs.
    a. Life
    b. Auto
    c. Health
    d. Personal property
2. Get three examinations and ask for a list of professional people each doctor would recommend in the town or city the student will be going to.
    a. Physical examination
    b. Dental examination
    c. Optometrist examination
3. List the tools needed for a basic tool kit.
4. Contact the chamber of commerce for:
    a. Map of the city
    b. List of realtors
    c. Agencies of the student's interest
5. Discuss the need for certain important papers.
    a. Self-identification
    b. Permission, names and addresses for references
    c. Letters of introduction
6. Make sure clothes are in order.
    a. Clean
    b. Mended
    c. New clothes purchased
7. Sort out personal and material things to take or store.
8. Obtain proper forms of money in sufficient quantity to travel with and get established.

BEFORE LEAVING HOME
UNIT I

SUGGESTED ACTIVITIES

I. Instructor

- A. Provide each student with Objective Sheet.
- B. Provide each student with Unit Information and Assignment Sheets.
- C. Discuss Terminal and Specific Objectives.
- D. Provide each student with Sub-Unit Information, Assignment, and Test Sheets.
- E. Suggested Activities for each Sub-Unit are provided on the pages that follow.
- F. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help.
- G. Give the Unit Test, grade and discuss.

II. Student

- A. Read Objectives.
- B. Study Unit Information and Assignment Sheets.
- C. Study Sub-Unit Information Sheet.
- D. Complete Sub-Unit Assignment Sheet.
- E. Complete Sub-Unit Self-Help, grade and consider any wrong answers.

INSTRUCTIONAL MATERIALS

Included in this unit are the following:

- A. Objectives
- B. Information Sheet for each Sub-Unit
- C. Assignment Sheet for each Sub-Unit
- D. Sub-Unit Self-Help
- E. Unit Test
- F. Answers to Unit Test

BEFORE LEAVING HOME
UNIT I

SUGGESTED ACTIVITIES FOR SUB-UNITS

Instructor:

I. Sub-Unit A - Insurance

Guidance should be provided to the class in the selection of the insurance agencies to be contacted. If desired, the various sub-types of insurance could be discussed in this sub-unit.

II. Sub-Unit B - Health Examination

Guidance should be provided to the class in the selection of the doctors to be contacted. If desired, health costs in general could be discussed in this sub-unit.

III. Sub-Unit C - Basic Tool Kit

1. Put together a basic tool kit.
2. Obtain the following materials to work with:
    - a. Short board and two 1½" nails
    - b. Saucepan with loose screw in handle
    - c. Bolt with nut
    - d. Narrow wood slat about 2' long
    - e. Three-prong electrical adaptor

IV. Sub-Unit D - Chamber of Commerce

There is no extra suggested activities for this sub-unit.

V. Sub-Unit E - Important Papers

1. Obtain the following blank forms:
    - a. Application for a social security number
    - b. College enrollment forms package
    - c. Employment forms from a local company and state employment agency
    - d. Application for credit forms from a local company
    - e. Application for credit forms from a local bank
    - f. Unemployment compensation forms from state unemployment office
    - g. Federal and state income tax forms

VI. Sub-Unit F - Prepare Clothing

There is no extra Suggested Activities for this sub-unit.

VII. Sub-Unit G - Take the Basics

There is no extra Suggested Activities for this sub-unit.

VIII. Sub-Unit H - Money

There is no extra Suggested Activities for this sub-unit.

BEFORE LEAVING HOME
UNIT I - A

INSURANCE

INFORMATION SHEET

I. Insurance Companies

A. Insurance is a contract among a large number of people

B. The people share the financial burden of some risk that no single person can afford to carry alone

C. A person buys this protection for a fixed amount of money called the premium

D. An insurance company issues individual contracts called premiums

E. The company collects the premiums and administers payment in those cases when risk occurs to an individual

F. The company makes its operating expenses from investing the premiums

G. You buy insurance because of some risk you can't afford to cover on your own

H. There are four basic kinds of insurance you need to consider:

1. Life insurance

    a. Guarantees that someone will not suffer financial loss should you die
    b. Everyone should have a moderate amount of life insurance
    c. If you die, you should leave enough money behind to pay all outstanding debts and for your burial
    d. A $10,000 policy, simply term insurance at standard rates with guaranteed benefits is recommended

2. Auto insurance

    a. Guarantees there will be no big financial loss due to an automobile accident
    b. States require every car be insured before they issue a license
    c. Auto insurance consists of three basic parts

        1) Liability - insurance on other persons car
        2) Collision - insurance on your car
        3) Personal liability - insurance against hurting someone else

3. Health insurance
    a. Guarantees against serious financial loss due to illness.
    b. Premiums on a group contract are cheaper
    c. Check to see if you're covered on your parent's policy

4. Personal property insurance
    a. Guarantees against serious financial loss due to fire, windstorm, flood, etc.
    b. Might include personal liability
    c. Check your parent's policy to see if you are covered
    d. If not covered, you may wish to consider renter's insurance

II. Understand a Written Contract

1. Read the fine print

2. Verbal promises from an agent mean nothing

3. Company agrees only to the written word

4. Life insurance premiums may seem low but often a large balance is required at the end

BEFORE LEAVING HOME
UNIT I - A

INSURANCE

ASSIGNMENT SHEET

Contact three insurance agencies. Ask for details and premiums on at least two types of life insurance (straight term life, twenty-year pay, deferred premiums, etc.). Compare the results of your investigation.

BEFORE LEAVING HOME
UNIT I - A

INSURANCE

SELF - HELP

1. Why should you buy insurance?

2. Name three basic types of insurance.

   a.__________________________________

   b.__________________________________

   c.__________________________________

3. Is the following statement true or false?

   Make sure you understand the insurance policy before you buy it.

   ____

BEFORE LEAVING HOME
UNIT I - A

INSURANCE

SELF-HELP ANSWERS

1. You should buy insurance to protect yourself from the financial loss of a risk you cannot afford to assume yourself.

2. Three of the following four:

   Life insurance
   Health insurance
   Auto insurance
   Personal property insurance

3. True

BEFORE LEAVING HOME
UNIT I - B

HEALTH EXAMINATIONS

INFORMATION SHEET

I. Get Three Examinations

  A. Physical

  B. Dental

  C. Optometric

II. Get Names and Addresses of Doctors in the New City You Will Live In

  A. If you are a new patient, often doctors won't take you unless you are recommended

  B. A hospital often requires your doctor's recommendation before they will admit you.

BEFORE LEAVING HOME
UNIT I - B

HEALTH EXAMINATION

ASSIGNMENT SHEET

Choose three students from the class to contact local doctors (one M.D., one dentist and one optometrist). These students should obtain information from each doctor as to when they could get an appointment for an examination and what it will cost. Discuss this information with the entire class.

BEFORE LEAVING HOME
UNIT I - B

HEALTH EXAMINATION

SELF - HELP

1. Name the three types of examinations you should obtain before leaving home.

   a. ______________________________

   b. ______________________________

   c. ______________________________

True/False. If the following statement is true, put a "T" in the blank to the left; if false, put an "F".

____2. Health examinations are needed because any health problems should be corrected before you leave home rather than in a strange city.

____3. It isn't necessary to get names and addresses of doctors where you are going to live.

BEFORE LEAVING HOME
UNIT I - B

HEALTH EXAMINATION

SELF-HELP TEST ANSWERS

1. Physical, dental, optometric
2. True
3. False

BEFORE LEAVING HOME
UNIT I - C

BASIC TOOL KIT

INFORMATION SHEET

I. Why a Basic Tool Kit?

   A. Tools will be used in your new home

   B. Owning tools makes home life easier and saves money

II. Basic Tool Kit Consists Of:

   A. A claw hammer

      + This is needed to drive and remove nails

   B. A regular screwdriver and a phillips screwdriver

      + These are needed for the two common types of screws

   C. A pair of pliers

      + Needed to tighten nuts or bolts

   D. A keyhole saw

      + When you need one, nothing else will do

   E. Box of assorted nails, tacks, and screws

      + Needed for small jobs

   F. A tape measure

      + Needed for measuring

   G. Three-prong electrical adapters

      + You can attach adapter and plug in appliance

BEFORE LEAVING HOME
UNIT I - C

BASIC TOOL KIT

ASSIGNMENT SHEET

The student will solve simple problems; first without the proper tool and then with the proper tool. Tools, materials, and directions will be provided by the instructor.

The students will discuss their experiences and decide if each tool is necessary in a basic tool kit.

BEFORE LEAVING HOME
UNIT I - C

BASIC TOOL KIT

SELF - HELP

1. List four tools which should be included in a basic tool kit.

a.______________________________________

b.______________________________________

c.______________________________________

d.______________________________________

True/False. Write "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

____2. There is only one kind of screwdriver necessary for a basic tool kit.

____3. A box of assorted nails, tacks, and screws is handy to have around the house.

___ 4. Any appliance can be plugged into any outlet no matter where you live.

BEFORE LEAVING HOME
UNIT I - C

BASIC TOOL KIT

SELF-HELP ANSWERS

1. The four items should be from the following list:

   a. Claw hammer
   b. Two kinds of screwdrivers, regular and phillips
   c. Pair of pliers
   d. Keyhole saw
   e. Tape measure
   f. Box of assorted nails, tacks, and screws
   g. Three-prong electrical adapters

2. False

3. True

4. False

BEFORE LEAVING HOME
UNIT I - D

CHAMBER OF COMMERCE

INFORMATION SHEET

I. Contact Chamber of Commerce in Your New City for Information to be Sent to You Through Your Local Chamber of Commerce

   A. Map of the city

   B. List of realtors who specialize in rentals

   C. Other agencies of interest

II. Charges

   + Ask if there are any charges

BEFORE LEAVING HOME
UNIT I - D

CHAMBER OF COMMERCE

ASSIGNMENT SHEET

Read and study the Information Sheet.

BEFORE LEAVING HOME
UNIT I - D

CHAMBER OF COMMERCE

SELF - HELP

1. List three items you might obtain from a chamber of commerce:

   a. ______________________________

   b. ______________________________

   c. ______________________________

BEFORE LEAVING HOME
UNIT I - D

CHAMBER OF COMMERCE

SELF-HELP ANSWERS

1. Answers may include the following:

   Map of the city.
   List of realtors.
   + List of motels and hotels.
   + Address of the driver's license agency.
   + Address of the YMCA, YWCA, churches
   Address of other agencies of interest.

   + These answers are also correct.

BEFORE LEAVING HOME
UNIT I - E

IMPORTANT PAPERS

INFORMATION SHEET

I. Important Papers For Your Billfold

  A. Self-identification

    1. Your name, home address, telephone number

    2. Name, address, telephone number of your next of kin

      + You need this information in case of accident

  B. Drivers license

II. Other Papers Often Required:

  A. Birth Certificate

    + Required for proof of age

  B. Social security number

    + Reports to state and federal government are coded to social security numbers

  C. Personal and business references (three is a good number of these references to have)

    + Make sure you check with people before you list them as references

  D. Credit references

    + Names and address of your home bank

  E. Names and addresses of your insurance agents

    + Include policy numbers in this

  F. Copy of your transcript

    + This is for proof of graduation and to show how well you did in school

BEFORE LEAVING HOME
UNIT I - E

IMPORTANT PAPERS

ASSIGNMENT SHEET

Instructor will obtain a selection of forms relating to college enrollment, job application and obtaining credit. The instructor and the class will discuss these forms as they relate to the important papers discussed on the information sheet.

BEFORE LEAVING HOME
UNIT I - E

IMPORTANT PAPERS

SELF - HELP

1. List five important papers you need to have with you when leaving home.

   a. ______________________________

   b. ______________________________

   c. ______________________________

   d. ______________________________

   e. ______________________________

True/False
Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 2. You will need your birth certificate and social security card when being interviewed for a job.

_____ 3. You should contact people first before you use their names as references.

_____ 4. You can always get credit in a strange city regardless of references at home.

_____ 5. You will need a copy of your high school transcript when you go looking for a job.

BEFORE LEAVING HOME
UNIT I - E

IMPORTANT PAPERS

SELF-HELP ANSWERS

1. List should include five out of the following list:
    a. Self-indentification and next of kin
    b. Birth certificate
    c. Social security card
    d. Driver's license
    e. Name and addresses of businesses you have done credit with
    f. Auto registration
    g. Names and addresses of home town doctors and banks
    h. Names and addresses of personal and business references

2. True

3. True

4. False

5. True

BEFORE LEAVING HOME
UNIT I - F

PREPARE CLOTHING

INFORMATION SHEET

I. Inventory Clothes

    A. Determine condition of each garment

        1. Mend

        2. Wash

    B. Keep amount of clothes you take to a minimum

    C. Keep styles simple

    D. Take in-season clothing

II. Decide on what clothes you need to buy after you get settled

    A. Select clothes needed for the job or school

        1. Keep simple

        2. Easy to care for

    B. Consider storage available

BEFORE LEAVING HOME
UNIT I - F

PREPARE CLOTHING

SELF - HELP

True/False
Write a "T" in the blank on the left if the statement is true; write an "F" if the statement is false.

_____ 1. First step in preparing your clothing is to take inventory.

_____ 2. The three steps in preparing your clothing are:

a. Inventory
b. Repair
c. Clean

_____ 3. Take all the clothing and accessories you can since you might need them.

BEFORE LEAVING HOME
UNIT I - F

PREPARE CLOTHING

SELF - HELP ANSWERS

1. True
2. True
3. False

BEFORE LEAVING HOME
UNIT I - G

TAKE THE BASICS AND STORE THE REST

INFORMATION SHEET

I. Two Groups of Things

   A. Clothing

   B. Personal items

II. Decide in Which of the Four Catagories Each Item Belongs

   A. Things you know you will need to take

      1. Work, sport, and dress clothes

      2. Personal items

      3. Radio, stereo

      4. Letter portfolio

   B. Things you might need later

      1. Out of season clothing

      2. Formal clothing

      3. Extra records

   C. Things you want to keep but not with you

      1. High school annuals

      2. Trophies

      3. Hobbies

   D. Throw or give away

      1. Outgrown clothing

      2. School papers

      3. Miscellaneous

III. Storage Containers

   A. Small

   B. Clean

   C. Examples of storage boxes

      1. Cardboard egg boxes

      2. Frozen food containers

      3. Metal box

         + For storing important papers

IV. Storage Places

   A. Some place dry

      1. Garage

      2. Attic

      3. Top of closet

   B. Some place clean

V. Take Only the Basics

   A. Don't take more than you can carry

   B. Condense if necessary

BEFORE LEAVING HOME
UNIT I - G

TAKE THE BASICS AND STORE THE REST

ASSIGNMENT SHEET

Read and study the Information Sheet. Think of the articles you have and make four lists putting each article in its correct catagory.

Discuss the lists and why you chose the items to go under each catagory.

46-8

BEFORE LEAVING HOME
UNIT I - G

TAKE THE BASICS AND STORE THE REST

SELF - HELP

True/False
Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. Two groups of things you will need to take with you are clothing and personal items.

_____ 2. Take everything you might want; there is always room for one more suitcase.

_____ 3. Store all important items you won't be taking with you.

_____ 4. Don't throw anything away.

_____ 5. Buy personal items you need before leaving home.

BEFORE LEAVING HOME
UNIT I - G

TAKE THE BASICS AND STORE THE REST

SELF - HELP ANSWERS

1. True
2. False
3. True
4. False
5. True

BEFORE LEAVING HOME
UNIT I - H

MONEY

INFORMATION SHEET

I. Type of Money

   A. Cash

      1. Bills

      2. Coins

II. Advantage of Money

   A. Legal tender for all debts

   B. Provides value system

III. Disadvantages

   A. Not traceable

   B. If lost, it's gone

IV. Substitutes for Cash

   A. Travelers checks

      1. Purchased from a bank

      2. Can get a refund if lost

      3. Accepted by almost everyone

   B. Money orders

      1. Purchased from a bank or post office

      2. Can get a refund if lost

   C. Certified checks

      + Business checks guaranteed by a bank

   D. Cashiers checks

      + Often used for opening a new account

E. Credit cards
    1. Convenient
    2. Promise to pay
    3. Responsible if card is lost

V. Guidelines for Money to Take
  A. Cash for
    1. Travel
    2. Emergencies
    3. Living expenses for five days
  B. Travelers checks
    1. Living expenses until first payday
    2. Deposit and first month's rent
    3. Deposit on utilities
    4. Groceries
    5. Bathroom and kitchen supplies
  C. Cashiers checks
    + For opening a checking account

VI. Common Sense for Money Carrying
  A. A few bills and change in billfold and coin purse
  B. Carry other bills elsewhere on your person
    1. Best not to carry in jackets and coats you take off
    2. Advantages in putting money several places
  C. Be alert and don't let strangers know the amount of money you have

BEFORE LEAVING HOME
UNIT I - H

MONEY

ASSIGNMENT SHEET

Study the Information Sheet.

List the forms of money and the advantages and disadvantages of each form.

Consider what you plan to do when you leave home. List the forms and amounts of money you would need to take with you and what it would be used for.

BEFORE LEAVING HOME
UNIT I - H

MONEY

SELF - HELP

Fill in the blank with the correct word.

1. The only real form of money is ______________________________.

Multiple Choice - Write the letter which most nearly makes the statement true in the space on the left.

_____ 2. A commonly accepted substitute for money is

a. Travelers checks
b. Credit cards
c. Cashiers checks
d. All of these

True/False
Write a "T" if the statement is true or an "F" if the statement is false.

_____ 3. Carry all your money in cash.

_____ 4. Carry all your money in one big cashiers check.

_____ 5. Always carry all your cash in one place; where it is easy to get to.

_____ 6. You need enough cash to travel to where you are going plus living expenses for five days.

BEFORE LEAVING HOME
UNIT I - H

MONEY

SELF - HELP ANSWERS

1. Cash
2. "d"
3. False
4. False
5. False
6. True

BEFORE LEAVING HOME
UNIT I

TEST

Multiple Choice - Select the answer that makes the statement most nearly correct.

_____ 1. Health insurance is a kind of insurance that:

a. Is unnecessary
b. Must be purchased before leaving home
c. Must be checked on before leaving home
d. Is included with most life insurance policies

_____ 2. The important facts of auto insurance are those set up by:

a. The insurance agent
b. Your home state
c. The state you are going to be living in
d. The federal government

Matching - Select the type of doctor from the list on the right that answers the question on the left.

_____	3a. Who tests your eyes?	1. Family doctor
_____	3b. Who checks your teeth?	2. Optometrist
_____	3c. Who gives you a general health examination?	3. Dentist

True/False
Write a "T" if the statement is true; write an "F" if the statement is false.

_____ 4. Everyone needs $10,000 worth of life insurance before leaving home.

_____ 5. Hammer, pliers, and screwdrivers are essential parts of a basic tool kit.

_____ 6. It is not important to get permission to use people's names as references.

_____ 7. Self-identification should be carried with you at all times.

_____ 8. Self-identification should contain the following

   a. Your full name, address, and telephone number
   b. The name, address, and telephone number of your next of kin
   c. A list of any special medical problems, such as allergy to penicillin

_____ 9. Take all the money you need with you in cash.

_____ 10. You should obtain the names and addresses of businesses where you have charge accounts before you leave home.

BEFORE LEAVING HOME
UNIT I

TEST ANSWERS

1. "c"
2. "c"
3. a. 2
   b. 3
   c. 1
4. False
5. True
6. False
7. True
8. True
9. False
10. True

THE FIRST HOME AWAY FROM HOME

THE FIRST HOME AWAY FROM HOME
UNIT II

OUTLINE

A. Lodging for the first few nights

B. Room, apartment, house or what

   1. How much can you afford

   2. Rent or lease

   3. Location

      a. Near work
      b. Near shopping and schools
      c. Transportation

   4. Safety

      a. Locks
      b. Types
      c. Uses

C. Rent and utilities

   1. Who to contact, how, when, and with what

   2. Advanced payments and deposits

D. Care and maintenance

   1. The landlord's rules and rights

   2. Third party liability

   3. Basic equipment, cost, and maintenance

   4. Who is responsible and for what

E. Redecorating

1. The landlord

2. Materials

   a. Types, grades, and quality
   b. Who pays and when

3. The workmen

   a. How and when to contact
   b. Who pays and when

4. The job is finished and it isn't right, what now

THE FIRST HOME AWAY FROM HOME
UNIT II

TERMINAL OBJECTIVES

Upon completion of this unit, the student will have pre-knowledge of renting and leasing and know the nuisance types of conflicts between tenants and landlords. This knowledge will be shown by scoring 85% on the Unit Test.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Choose proper lodging for the first few nights away from home.
2. Know what type of lodging is the best to rent or lease.
3. Get utilities turned on properly.
4. Have the amount of money needed for advance payments and deposits for utilities.
5. Talk with the landlord about rules; who is responsible for what. Get liability insurance if landlord doesn't have it.
6. Realize that all improvements belong to the landlord and the landlord does have rights.

THE FIRST HOME AWAY FROM HOME
UNIT II

SUGGESTED ACTIVITIES

I. Instructor

   A. Provide each student with Objective Sheet.

   B. Provide each student with Unit Information and Assignment Sheets.

   C. Discuss Terminal and Specific Objectives.

   D. Provide each student with Sub-Unit Information, Assignment, and Test Sheets.

   E. Suggested Activities for each Sub-Unit are provided on the pages that follow.

   F. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help.

   G. Give the Unit Test, grade and discuss.

II. Student

   A. Read Objectives.

   B. Study Unit Information and Assignment Sheets.

   C. Study Sub-Unit Information Sheet.

   D. Complete Sub-Unit Assignment Sheet.

   E. Complete Sub-Unit Self-Help, grade, and consider any wrong answers.

INSTRUCTIONAL MATERIALS

Included in this unit are the following:

A. Objectives

B. Information Sheet for each Sub-Unit

C. Assignment Sheet for each Sub-Unit

D. Sub-Unit Self-Help with answers

E. Unit Test with answers

THE FIRST HOME AWAY FROM HOME
UNIT II - A

LODGING FOR THE FIRST FEW NIGHTS

INFORMATION SHEET

I. Renting A Motel Room

   A. Consider your budget

      1. Medium price often best

   B. Avoid third rate motel room

   C. Choose a room with good security

   D. Choose a room in a good neighborhood

   E. Consider a room close to job or school

II. A Friend or Employer May Make Suggestions

THE FIRST HOME AWAY FROM HOME
UNIT II

SUGGESTED ACTIVITIES FOR SUB-UNITS

Instructor:

I. Sub-Unit A - Lodging for the First Few Nights
There is no extra suggested activities for this Sub-Unit.

II. Sub-Unit B - Room, Apartment, House or What

The class should select three students to obtain information concerning costs, who pays what, amount of space obtained and any additional privileges on various types of rentals. Their findings should be discussed with the rest of the class.

III. Sub-Unit C - Rent and Utilities

The class should select three students to interview one or two local realtors regarding advance payments and damage deposits. They should also interview each utility company and determine what deposits are required plus policy regarding overdue bills. Their findings should be discussed with the rest of the class.

IV. Sub-Unit D - Care and Maintenance

The class is to divide into two groups, one landlord and one tenant. They are to consider their rights and responsibilities. The entire class should discuss these lists and pay attention to potential conflicts.

V. Sub-Unit E - Redecorating

Each member should obtain cost estimates for simple project, such as painting a front door. Discuss the individual findings with attention to the difference in the estimates.

THE FIRST HOME AWAY FROM HOME
UNIT II - A

LODGING FOR THE FIRST FEW NIGHTS

ASSIGNMENT SHEET

Study the Information Sheet and list the steps to follow in choosing your lodging for the first few nights away from home.

THE FIRST HOME AWAY FROM HOME
UNIT II - A

LODGING FOR THE FIRST FEW NIGHTS

SELF - HELP

True/False:

Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. Your first night's lodging should be close to your job or school.

_____ 2. You should always rent the cheapest motel room.

_____ 3. Security is important when choosing a motel room.

THE FIRST HOME AWAY FROM HOME
UNIT II - A

LODGING FOR THE FIRST FEW NIGHTS

SELF - HELP ANSWER SHEET

1. True
2. False
3. True

THE FIRST HOME AWAY FROM HOME
UNIT II - B

ROOM, APARTMENT, HOUSE OR WHAT?

INFORMATION SHEET

I. Choosing A Place to Live

   A. Consider what you need

   B. Consider your budget

   C. Consider location

      1. Near work

      2. Near school

      3. Close to shopping center

   D. Consider cost of transportation

      1. Your car

      2. Public transportation

II. The Decision

   A. A sleeping room

      1. Often least expensive

      2. Can become very small

      3. Often little storage

      4. Not often kitchen privileges

   B. An apartment

      1. Two or more rooms plus bath

      2. Cost more than a sleeping room

      3. Usually has laundry facilities

      4. Parking usually provided

      5. Storage is usually provided

6. Often need to furnish linens, silver, and maybe furniture
7. More space
8. Pay some utilities
9. Might have to sign a lease and make sure you read the details.

C. Duplex or house

1. Provides maximum space
2. Often unfurnished
3. Usually pay utilities
4. Sign a lease
5. Total cost often more than an apartment
6. Often located in good neighborhoods
7. Often you are expected to care for the lawn

III. Security

A. Check locks

+ Need more than a standard lock

B. Front door

1. Bolt type lock

a. Chain
b. Peep hole

C. Back door

+ Should have a heavy duty, bolt lock

THE FIRST HOME AWAY FROM HOME
UNIT II - B

ROOM, APARTMENT, HOUSE OR WHAT?

ASSIGNMENT SHEET

Three people from the class should get information about the cost of renting or leasing a room, apartment, and house. Find out who pays the utilities and the amount of space you get. Also, any additional privileges such as parking, extra storage, and laundry. Class will discuss the findings.

THE FIRST HOME AWAY FROM HOME
UNIT II - B

ROOM, APARTMENT, HOUSE OR WHAT?

SELF - HELP

True/False:

Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. A budget is important when considering a new place to live.

_____ 2. The least expensive lodging one can get is an apartment.

_____ 3. A duplex or house provides maximum space and freedom.

_____ 4. When renting a furnished apartment, utilities are always paid by the landlord.

_____ 5. You don't need to be concerned about the area you rent.

_____ 6. Both front and back doors should have bolt type locks.

THE FIRST HOME AWAY FROM HOME
UNIT II - B

ROOM, APARTMENT, HOUSE OR WHAT?

SELF - HELP ANSWERS

1. True
2. False
3. True
4. False
5. False
6. True

THE FIRST HOME AWAY FROM HOME
UNIT II - C

RENT AND UTILITIES

INFORMATION SHEET

I. Paying Rent

   A. Usually you must pay one month rent in advance

   B. Might be asked for an advanced damage deposit

      + This deposit is for any damage you do

   C. Rent is paid to the landlord or his agent

      + Get separate receipts for both rent and deposits

II. Kinds of Utilities

   A. Electricity

   B. Water

   C. Telephone

   D. Heating fuel

III. Getting A Utility Service Turned On

   A. Go personally to each business office

      1. You must pay a deposit

         a. These deposits are often large
         b. Have complete address of where you are staying
         c. Have complete address of where the utility is to be turned on

IV. Rules For Paying Bills

   A. Pay in full when due

   B. Read all the fine print

   C. Each company will answer any questions

   D. Get a receipt

      + Keep these receipts for a year in case there is a question about your bill

FIRST HOME AWAY FROM HOME
UNIT II - C

RENT AND UTILITIES

ASSIGNMENT SHEET

Study information sheet. Have three members of the class interview one or two realtors to determine local requirements on advance payment of rent and damage deposits.

Interview each utility company and determine what deposits are required. Find out rules for overdue bills.

Discuss this information with the class.

THE FIRST HOME AWAY FROM HOME
UNIT II - C

RENT AND UTILITIES

SELF - HELP

1. List the four basic utilities:

a.____________________________

b____________________________

c____________________________

d____________________________

True/False

Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. When renting lodgings, you usually have to pay a month's rent and damage deposit in advance.

_____ 2. It isn't necessary to get receipts for rent and deposit payment.

_____ 3. Utility deposits are often expensive.

_____ 4. If you don't pay a utility when due, the utility company cannot do anything about it.

THE FIRST HOME AWAY FROM HOME
UNIT II - C

RENT AND UTILITIES

SELF - HELP ANSWERS

1. Four utilities:

   Electric
   Water
   Telephone
   Heating fuel

True/False:

1. True

2. False

3. True

4. False

THE FIRST HOME AWAY FROM HOME
UNIT II - D

CARE AND MAINTENANCE

INFORMATION SHEET

I. Landlord's Rules and Rights

   A. Some rules expressed in lease

      1. Many rules are unwritten; tenant's responsibility to find out the unwritten rules

   B. Ask about all details before you sign an agreement

II. Tenant's Rights and Responsibilities

   A. Care for the property as if he owned it

   B. Privacy is a basic tenant's right

III. Misunderstandings Between Tenant and Landlord

   A. Care and maintenance

      + Tenant should find out what the landlord wants

   B. Third party liability

      1. Find out if landlord carries third party liability; a risk you can't afford

   C. Maintain property so the tenant doesn't create hazards

IV. Daily Maintenance and Temporary Repairs

   A. General responsibility of the tenant

      1. Check with the landlord before making any repairs

      2. Inform the landlord if it is an emergency

B. Basic equipment

1. Tenant should buy
    - a. Mop, bucket
    - b. Rags, sponges
    - c. Cleaning powders
    - d. Tool kit
    - e. Broom, dustpan
    - f. Trash cans
    - g. Light bulbs
    - h. Step stool
2. Commercial products
    - a. Read the instructions
    - b. If in doubt, don't use the product

THE FIRST HOME AWAY FROM HOME
UNIT II - D

CARE AND MAINTENANCE

ASSIGNMENT SHEET

Study Information Sheet. Divide the class in two groups, one group landlords and one group tenants. Each group will prepare a list of what they consider their rights and responsibilities to be. The entire class will compare the lists and discuss any conflicts.

THE FIRST HOME AWAY FROM HOME
UNIT II - D

CARE AND MAINTENANCE

SELF - HELP

True/False

Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. The landlord has rules and rights.

_____ 2. The tenant has rights and responsibilities when living in rented property.

_____ 3. Third party liability is not the responsibility of the tenant.

_____ 4. All maintenance equipment will be provided by the landlord.

_____ 5. The landlord is responsible for daily maintenance.

THE FIRST HOME AWAY FROM HOME
UNIT II - D

CARE AND MAINTENANCE

SELF - HELP ANSWERS

True/False

1. True
2. True
3. False
4. False
5. False

THE FIRST HOME AWAY FROM HOME
UNIT II - E

REDECORATING

INFORMATION SHEET

I. Rules For Redecorating

   A. Get the landlord's permission

   B. Plan what you want to do

   C. Furnish the landlord with estimates of cost

   D. Plan on materials of medium grade and price

   E. Bill should not be paid until landlord inspects the materials to be used

   F. Decide together who will do the labor

II. Job Isn't Right

   A. Tenant should contact landlord to have the problem corrected

   B. If tenant does job, landlord may hold him responsible

III. Redecorating Belongs To The Landlord

THE FIRST HOME AWAY FROM HOME
UNIT II - E

REDECORATING

ASSIGNMENT SHEET

Read and study the information sheet. Plan and obtain cost estimates for painting a front door. Remember that you have no materials. Discuss the findings with the class.

THE FIRST HOME AWAY FROM HOME
UNIT II - E

REDECORATING

SELF - HELP

True/False

Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. Get the landlord's permission for any redecorating you wish to do.

_____ 2. Redecorating remains the property of the landlord.

_____ 3. Always plan to use the best materials possible when redecorating as that's what the landlord will want.

_____ 4. You can always get good work people when you want them.

_____ 5. It isn't always wise for the tenant to do the work.

THE FIRST HOME AWAY FROM HOME
UNIT II - E

REDECORATING

SELF - HELP ANSWERS

True/False

1. True
2. True
3. False
4. False
5. True

THE FIRST HOME AWAY FROM HOME
UNIT II

TEST

1. List the four basic utilities:

a.______________________________ b.______________________________

c.______________________________ d.______________________________

True/False:

Write a "T" in the blank to the left if the statement is true; write an "F" if the statement is false.

_____ 1. Security is important when choosing a motel room.

_____ 2. Choose a motel that is centrally located for your purpose in the city.

_____ 3. The maximum space and freedom you get in lodgings depends on what you can afford.

_____ 4. All rental lodgings will have good security.

_____ 5. You must pay your utility bills when they are due.

_____ 6. Advance deposits are required on rent and utilities.

_____ 7. The renter's rights are always more important than the landlord's.

_____ 8. You don't need to be concerned about third party liability when you rent an apartment.

_____ 9. Get the landlord's permission before you do any redecorating.

_____ 10. Anything you spend in decorating can be taken off next month's rent.

THE FIRST HOME AWAY FROM HOME
UNIT II

ANSWER SHEET

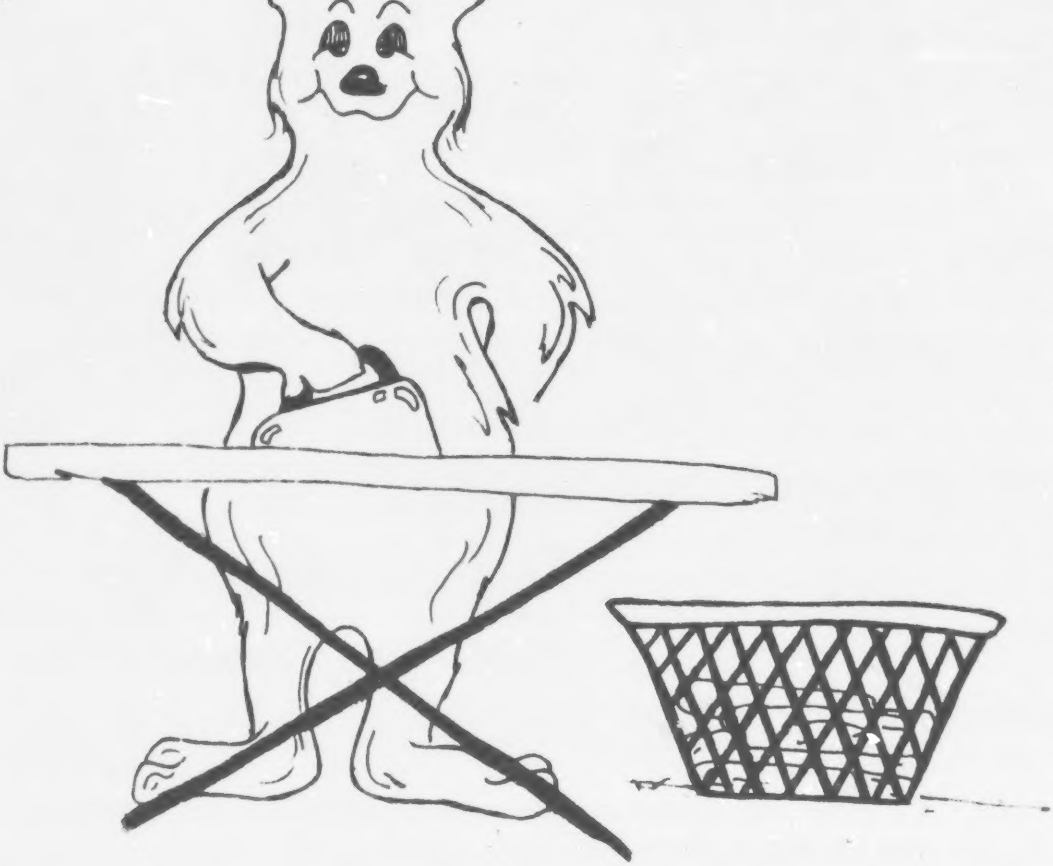
1. Four basic utilities:

   a. Electric
   b. Water
   c. Telephone
   d. Heating fuel

True/False:

1. True
2. True
3. True
4. False
5. True
6. True
7. False
8. False
9. True
10. False
11. True

CLOTHING- PURCHASE, CARE AND MAINTENANCE



CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III

OUTLINE

A. Purchase

1. Fabrics - types, advantages and disadvantages
2. Styles and price
3. Salesperson
4. No fit, misfit, and returning merchandise

B. Sewing - the "in" thing to know

1. What to do and what to hire done
2. Matching buttons and thread

C. Washing and drying

1. The automatic washer and washing by hand
2. Washer clothes combination
3. Detergents and other washing aids
4. Washing temperatures
5. The automatic dryer, the clothes line, and drying indoors
6. Common errors, problems, and dangers
7. Some practical suggestions

D. Ironing

1. The electric iron - settings, use, care, and cleaning
2. The ironing board and substitutes

E. Care of equipment

1. The washer and dryer
2. The sewing center
3. The iron and ironing board
4. Clothes pins and clothes hangers

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III

TERMINAL OBJECTIVE

Upon completion of this unit, the student should know how to purchase clothing, care for clothing, and maintain cleaning equipment. This knowledge will be shown by scoring 85% on the unit test.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to do the following:

1. List the advantages and disadvantages of different fabrics.
2. Select the correct styles for various purposes.
3. Purchase clothing in various price ranges.
4. Return merchandise properly.
5. Judge what garments to make and what garments to have done by a seamstress.
6. Name a correct method for matching buttons and thread.
7. Sort clothes properly for washing.
8. Name washing aids and match the aids to their uses.
9. Select correct washing and drying methods for types of clothing.
10. Use an electric iron correctly.
11. Describe proper maintenance of selected cleaning equipment.
12. Distinguish between correct and incorrect maintenance of clothing care accessories.

CLOTHING - PURCHASE, CARE AND MAINTENANCE
UNIT III

SUGGESTED ACTIVITIES

I. Instructor

  A. Provide each student with Objective Sheet.

  B. Discuss Terminal and Specific Objectives.

  C. Provide each student with Sub-Unit Information, Assignment, and Test Sheets.

  D. Suggested Activities for each Sub-Unit are provided on the pages that follow.

  E. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help.

  F. Give the Unit Test, grade, and discuss.

II. Students

  A. Read Objectives.

  B. Study Sub-Unit Information Sheet.

  C. Complete Sub-Unit Assignment Sheet.

  D. Complete Sub-Unit Self-Help, grade, and consider any wrong answers.

INSTRUCTIONAL MATERIALS

I. Included in this unit are the following:

  A. Objectives

  B. Information Sheet for each Sub-Unit

  C. Assignment Sheet for each Sub-Unit

  D. Sub-Unit Self-Help with answers

  E. Unit Test with answers

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III

SUGGESTED ACTIVITIES FOR SUB-UNITS

Instructor:

I. Sub-Unit III A - Part I - Fabrics

Obtain 18-inch samples of each of the 10 types of fabrics. These samples should be used during a discussion with the students on this sub-unit.

II. Sub-Unit III A - Part II - Purchasing

A. Arrange for a salesperson to speak on customer "do's" and "don'ts".

B. Instructor can lead a discussion following the salesperson's talk on purchasing of clothing.

III. Sub-Unit III - B - Sewing

A. Obtain the following equipment and materials, one set per student:

1. needle
2. thread
3. 6" square of denim (used jeans)
4. one shirt button

Instructor must have same set of equipment (as stated above) plus 1 pair scissors.

B. Instructor must be prepared to demonstrate the following:

1. Repair of simple tear.
2. Sewing on a button.

IV. Sub-Unit III - C - Washing and Drying

Instructor should obtain basket of mixed clothing to wash, detergent, bleach, and a few hangers. Also, obtain enough coins of the right denomination for the machines at the laundry.

Read labels, sort, wash, and dry the basket of clothes.

The following day, discuss the experience with the class.

V. Sub-Unit III - D - Ironing

The instructor will bring to class a steam iron, ironing board, and a few garments to be ironed. Use these items for class demonstration and discussion.

VI. Sub-Unit III - E - Care of Equipment

There are no extra suggested activities for this sub-unit.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

INFORMATION SHEET
PART I - FABRICS

I. Definitions:

A. Natural fiber - any fiber that is found in nature. Some are vegetable, some produced by animals, and a few are mineral. There are four common ones and several more that have special uses.

B. Man-made fiber - any fiber that must be created by man from raw materials that are not fibers. Most common man-made fibers are made from petroleum products. There are four common types used in fabrics and many have special uses.

C. Drape - the quality of a fabric to hang in graceful folds. Most commonly used fibers drape fairly well, but some drape better than others.

II. Fabrics

A. Cotton - natural fiber

1. Used for most types of clothing

2. Advantages

a. Cool
b. Dyes well
c. Drapes well
d. Good cleaning qualities

3. Disadvantages

a. Tends to fade
b. Tends to wrinkle
c. Tends to stain
d. Needs to be ironed

B. Linen - natural fiber

1. Used commonly for suits, dresses, and trousers

2. Advantage

a. Superior summer fabric

3. Disadvantages

a. Poor dye quality
b. Wrinkles easily
c. Hard to clean
d. Hard to iron
e. Loses its shape

C. Silk - natural fiber

1. Used for suits, dresses, shirts, and blouses

2. Advantages

a. Superior drape
b. Dyes well

3. Disadvantages

a. Tends to cling
b. Poor cleaning qualities
c. Very expensive

D. Wool - natural fiber

1. Used for sportswear and outer garments

2. Advantages

a. Warm
b. Dyes well
c. Drapes well

3. Disadvantages

a. Shrinks
b. Scratchy
c. Hot in summer
d. Some are allergic

E. Rayon - man-made fiber

1. Used for shirts and blouses

2. Advantages

a. Substitute for silk
b. Unlimited supply

3. Disadvantages

a. Flammable and melts
b. Clings and crawls

G. Orlon and Dacron - man-made fibers

1. Used for sweaters, blouses, coats, and shirts
2. Advantages
    a. Warm
    b. Reasonable substitute for wool
    c. Stain-resistant
    d. Good cleaning qualities
3. Disadvantages
    a. Poor dye qualities
    b. Not strong
    c. Poor drape quality

H. Polyesters - man-made fibers

1. Used in many garments
2. Advantages
    a. Unlimited supply
    b. Inexpensive to manufacture
3. Disadvantages
    a. Weak fiber
    b. Poor dye qualities
    c. Cling
    d. Soon becomes shabby

I. Blends - a mixture of two or more fibers

1. Used for most garments
2. Advantages
    a. When correctly blended, the fabric has the advantages of both fibers
    b. Reduces disadvantage of one fiber
    c. Is a less expensive fabric
3. Disadvantages
    a. Usually a weaker fabric
    b. May have disadvantages of both fibers

J. Permanent press - a finish applied to a fabric

1. Can be used on outer garments
2. Advantages
    a. Eliminates wrinkles
    b. Garment is easier to clean
    c. Improves stain resistance of some fibers
3. Disadvantages
    a. Garment is difficult to alter
    b. Weakens the fabric
    c. Can cause garment to change color

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

ASSIGNMENT SHEET
PART I - FABRICS

The student will study the Information Sheet.

The instructor will guide the students by demonstration to a better understanding of the qualities of various fabrics.

The students will discuss their personal preferences and decide which seem best to them for work, sports, play, and formal wear.

Take the Self-Help and check the answers.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

SELF - HELP
PART I - FABRICS

Fill in the blanks with the correct answers.

1. List two natural fibers and two man-made fibers commonly used in clothing.

   A. ______________________________

   B. ______________________________

   C. ______________________________

   D. ______________________________

2. What is the chief advantage of 100% pure silk fabrics?

   ____

3. Define a blend as it applies to fabrics: ____________________

   ____

4. What is permanent press?

   Why is it used?

   A. ______________________________________

   B. ______________________________________

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

ANSWER SHEET - SELF-HELP
PART I - FABRICS

1. Answers should include two of the following four natural fibers:

    a. cotton
    b. linen
    c. silk
    d. wool

    and two of the following man-made fibers:

    a. rayon
    b. nylon
    c. orlon and dacron
    d. polyesters

2. Silk has superior drape.

3. A blend is a mixture of two or more different fibers.

4. Permanent press is a process for finishing fabrics.

    Permanent press is used to help prevent fabrics from wrinkling.

CLOTHING - PURCHASE CARE, AND MAINTENANCE
UNIT III - A

INFORMATION SHEET
PART II - PURCHASING

I. Styles and Price

   A. Current style garments are higher priced

   B. Standard style garments are less expensive

   C. Current styles

      1. Extreme versions

         a. Usually higher priced
         b. Easily identified
         c. Short life

      2. Simpler versions

         a. Usually less expensive
         b. Not as fashionable
         c. Longer wear life

   D. Standard styles - no one person should wear every style

      1. Know what colors flatter you

      2. Heavier, shorter people

         a. Avoid horizontal stripes
         b. Avoid bright or multi-colored garments

      3. Tall, thin people

         a. Avoid vertical stripes
         b. Avoid pastel colors

      4. Persons with exaggerated feature should avoid style that emphasize that feature

      5. Wear the proper size garment

II. Salespersons Are Human, Too

- A. They are there to serve you
- B. Their earnings are based on sales
- C. Poor service isn't a slap at you personally
- D. Not necessarily an expert
- E. Know what you want to buy before you go to buy

III. No Fit, Misfit and Returning Merchandise

- A. Before buying
  - 1. Check the size
  - 2. Try garment on if possible
  - 3. Check for return privilege
- B. At home
  - 1. Try garment on
  - 2. Keep sales slip and all tags intact
  - 3. Return immediately if something is wrong
- C. Some "no-no's"
  - 1. Trying on clothes when you are dirty
  - 2. Wearing a garment before returning
  - 3. Returning garment without sales slip or tags
  - 4. Returning garment to wrong store

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

ASSIGNMENT SHEET
PART II - PURCHASING

Read the Information Sheet.

Instructor will arrange for a salesperson to talk to you on customer "do's and don't's" from the salesperson's point of view.

The class will discuss purchase of clothing based on the total information provided and the students' personal needs.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

SELF - HELP
PART II - PURCHASING

True/False

Write a "T" in the blank to the left if the statement is true.
Write an "F" if the statement is false.

_____ 1. The best garment for your money will be a simple version of the current style.

_____ 2. When selecting a garment, choose an appropriate style for the purpose for which it will be worn.

_____ 3. Always buy the highest priced garment on the rack since it's always the best garment.

_____ 4. Customers should know what they want to buy.

_____ 5. Salespeople are there to serve and their advice is always acceptable.

_____ 6. Before you buy an item, make sure you can return it.

_____ 7. Be sure you save your sales ticket and keep all tags intact until you are sure the garment is satisfactory.

_____ 8. You can always return a garment after it's been worn several times.

_____ 9. When choosing a garment, try it on in the store if possible and always check the size.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - A

ANSWER SHEET -- SELF-HELP
PART II - PURCHASING

True/False

1. True
2. True
3. False
4. True
5. False
6. True
7. True
8. False
9. True

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - B

INFORMATION SHEET
SEWING

I. Catagories Of Sewing

- A. Simple mending
- B. Alterations of garments
- C. Handmade garments

II. Simple Mending

- A. Do for yourself
- B. Equipment required - basic sewing kit
    1. Package of needles
    2. Assortment of thread
    3. Assortment of buttons
    4. Thimble
    5. Scissors
    6. Straight pins

III. Alteration Of Garments

- A. Usually hired done
- B. Equipment required
    1. Basic sewing kit - see II - B above
    2. Sewing machine

IV. Handmade Garments

- A. Depends on your skills if done by you
- B. Equipment required
    1. Basic sewing kit - see II- B above
    2. Sewing machine
    3. Cutting table
    4. Pattern
    5. Material for garment
    6. Findings

V. Almost Anyone Can Learn Basic Sewing Skills

- A. Skills are easy to learn
- B. Usually faster
- C. Usually cheaper

VI. Do the Job Yourself

- A. Requires basic sewing kit
- B. You have time to do the job
- C. Job is fairly simple

VII. Hire the Job Done.

- A. Requires equipment you don't have
- B. You don't have time to do it
- C. Job has too many steps
- D. Don't want to do the job

VIII. Good Advice

- A. Match the thread with the buttons
- B. For mending a rip, keep the edges flat
- C. In mending a seam, follow the line of original sewing

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - B

ASSIGNMENT SHEET
SEWING

Read the Information Sheet.

The instructor will provide basic sewing kit and fabrics. Instructor will demonstrate proper methods for repair of a tear and for replacing a button.

Student will be expected to demonstrate the ability to perform both tasks to the instructor's satisfaction.

Answer questions on Self-Help and check the answers.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - B

SELF - HELP
SEWING

True/False

Write "T" in the blank to the left if the statement is true.
Write "F" if the statement is false.

_____ 1. Everyone should learn simple mending skills.

_____ 2. Everyone should be able to make their own clothes.

_____ 3. It's always cheaper to make a garment than to buy one from the store.

_____ 4. With alterations, it is always faster to do the job yourself.

_____ 5. When sewing on a button, match the thread with the button.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - B

SELF-HELP ANSWER SHEET
SEWING

True/False

1. True
2. False
3. False
4. False
5. True

CLOTHING- PURCHASE, CARE, AND MAINTENANCE
UNIT III - C

INFORMATION SHEET
WASHING AND DRYING

I. Washing

- A. The automatic washer
    - 1. Use for volume washing
    - 2. Medium to heavy fabrics
    - 3. Heavily soiled garments
- B. Hand washing
    - 1. Use for few items
    - 2. Light weight fabrics
        - a. Lingerie
        - b. Hose and dress socks
    - 3. Lightly soiled items

II. Sorting Clothes - What to Wash With What

- A. Separate white clothes
- B. Keep towels and wash cloths separate
- C. Keep jeans separate
- D. Keep shirts separate
- E. Keep large heavy items separate
    - 1. Rugs
    - 2. Bedspreads and blankets
    - 3. Drapes
- F. Plan to wash items A through D in separate wash
- G. Wash each item under E separately
- H. Empty all pockets

III. Detergents and Other Washing Aids
   A. Detergents for washing
      1. Powder
      2. Liquid
   B. Bleaches
      1. Chlorine
      2. Non-Chlorine
   C. Fabric softeners
   D. Color brighteners
   E. Stain removers

IV. Washing Temperatures
   A. Follow instructions on clothing labels
   B. Usually wash whites in warm to hot water
   C. Usually wash bright colors in cold water
   D. Wash soiled work clothing in warm or cold water
   E. If in doubt, wash items in cold water

V. Drying Clothes
   A. Automatic dryer
      1. Used for most clothes
      2. Convenient for large volume
      3. 1½ washer loads per dryer
      4. Dry according to clothing labels
      5. Avoid drying foam rubber inserts or linings

- B. Clothesline
  1. Clothes smell better
  2. Use for most clothes
  3. Use for any amount
  4. Weather is a factor
  5. Wash lines before using
  6. Good supply of clean clothespins
  7. Spread clothes out
- C. Drying Indoors
  1. Works best for light weight fabrics
  2. Only practical for a few items
  3. Use a folding wood drying rack or hang on hangers
  4. Hang in open area away from source of heat

VI. Common Errors, Problems, and Dangers

- A. Color in wash load
  1. Non-color fast garment in load
  2. Water too hot
  3. Improper use of washing aid
- B. Clothes are clean but dingy
  1. Improper water temperature
  2. Too much detergent
  3. Dryer too hot
  4. Improper use of bleach
  5. Dirty washer or dryer

C. Clean clothes are streaked or spotted

1. Dirty clothespins or rusty clothesline
2. A result of birds flying overhead
3. Something left in a pocket (crayola, gum, ball point pen, facial tissue, nails)
4. Dirty washer filter
5. Washer drain clogged

D. Snagged clothes

1. Rough clothespin
2. Rusty clothespin
3. Metal objects left in pockets
4. Washer agitator not properly seated

VII. Some Practical Suggestions

A. Switch detergents and washing aids occasionally

1. Reduces detergent build-up in clothing
2. No product is best for all stains

B. READ INSTRUCTIONS before using equipment or product

1. Reduces damage to clothing
2. Reduces frustration caused by unexpected results from improper use

C. THINK about what you are doing

1. Makes the job more interesting
2. Reduces wasted time and effort
3. Helps get job done right the first time

D. Check equipment for filters. If present, clean before each use.

1. Dirty filters allow dirt and lint to remain on clothes and equipment
2. Dirty equipment costs more to operate, wears out sooner, and does a poor job

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - C

ASSIGNMENT SHEET
WASHING AND DRYING

Study Information Sheet.

Instructor will have arranged for a field trip to a laundromat.

The student will observe and take notes on the demonstration.

The instructor will lead the class in a discussion of the field trip.

Take the Self-Help and check your answers.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - C

SELF - HELP
WASHING AND DRYING

Fill in the blanks with the correct words.

1. List two methods of washing clothes.

   A.____

   B.____

2. _______________________ are used to clean clothes while __________________ and _____________________ are used to brighten clothes.

3. Use hot water to wash _________________ clothes and cold water to wash ______________________ clothes.

4. List three ways to dry clothes:

   A.______________________________

   B.______________________________

   C.______________________________

5. List four problems in cleaning clothes:

   A.__________________________________

   B.__________________________________

   C.__________________________________

   D.__________________________________

Write a "T" in the blank to the left if the statement is true.
Write an "F" if the statement is false.

_____ 6. It is usually best to use an automatic washer to wash heavy fabrics and heavily soiled garments.

_____ 7. When sorting clothes, you don't need to empty the pockets.

_____ 8. Water temperature is not important when washing clothes.

_____ 9. You can dry anything in an automatic dryer.

_____ 10. Drying clothes inside works best for light weight fabrics.

_____ 11. Two common reasons for problems in washing clothes are improper sorting and improper use of a washing aid.

_____ 12. You can ignore instructions that come with clothing and equipment since they are just propaganda anyway.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - C

SELF-HELP ANSWER SHEET
WASHING AND DRYING

Fill in the blanks.

1. A. Automatic washer
   B. Hand wash
2. Detergents, color brighteners
3. White, colored
4. A. Dryer
   B. Clothesline
   C. Indoors
5. A. Color in wash load
   B. Clothes are dingy
   C. Clothes streaked or spotted
   D. Clothes are snagged

True/False

6. True
7. False
8. False
9. False
10. True
11. True
12. False

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - D

INFORMATION SHEET
IRONING

I. The Electric Iron

A. Types of electric irons

1. Standard - has a solid sole plate
2. Steam - has holes in sole plate and a hole in handle for water

B. Settings and uses - Temperature control usually found on or near the handle

1. Cool - wash and wear fabrics
2. Medium - wool
3. Hot - cotton
4. Very hot - linen
5. Follow manufacturer's instructions

C. How to iron

1. If using a steam iron, fill with distilled water
2. Plug iron in socket
3. If a steam iron, check for steam setting
4. Set iron on heel plate
5. Select desired ironing temperature
6. Put one garment on ironing board and move the iron over garment with cut of the fabric
7. Start ironing at one edge
8. Let the weight of the iron do the work
9. Only practice makes perfect
10. After completing one garment, set iron on its heel plate

D. Care and cleaning of the iron

1. Store iron in a clean, dry place
2. Allow the iron to cool on the ironing board before storing
3. Coil the cord around the handle before storing
4. Make sure sole plate is clean before storing
5. If sole plate is dirty, heat iron to "hot" and pass the iron over waxed paper
6. To remove dirt or lint, wipe the cool iron with a damp cloth
7. Follow manufacturer's instructions

II. The Ironing Board and Substitutes

A. Ironing board

1. Normally made of metal
2. Padded and silicon treated cover required
3. Adjust to comfortable height

B. Substitutes

1. For a few garments only
2. Pad end of table with blankets or towels
3. A 1' x 12' board padded as in number 2

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - D

ASSIGNMENT SHEET
IRONING

Study the Information Sheet.

The instructor will demonstrate the use of a steam iron. Class will discuss the demonstration.

The student will take the Self-Help and check the answers.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - D

SELF - HELP
IRONING

Fill in the blanks.

1. List two kinds of electric irons.

   A.______________________________

   B.______________________________

2. To iron a nylon blouse, set the temperature setting to __________.

3. When not in use, an iron should be placed on its _______________.

4. To clean a dirty sole plate, heat the iron and pass it over

   ____.

5. An ironing board is usually made of ______________.

True/False

If the statement is true, put a "T" in the blank to the left.
If the statement is false, put an "F".

_____ 6. A steam iron usually has holes in the sole plate.

_____ 7. All fabrics can be ironed with temperature setting on hot.

_____ 8. Using tap water won't hurt a steam iron.

_____ 9. To iron a garment, always start in the middle.

_____ 10. When you have finished ironing, allow the iron to cool before storing.

_____ 11. To remove lint from the iron, brush the hot iron with a nylon brush.

_____ 12. A padded 1' x 12' board is a reasonable substitute for an ironing board.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - D

SELF-HELP ANSWER SHEET
IRONING

Fill in blanks

1. A. Standard

   B. Steam

2. Cool

3. Heel, plate

4. Waxed paper

5. Metal

True/False

6. True

7. False

8. False

9. False

10. True

11. False

12. True

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - E

INFORMATION SHEET
CARE OF EQUIPMENT

I. Washer and Dryer

  A. Read manufacturer's instructions

  B. Before using the equipment

    1. Wipe inside and outside with a damp cloth

    2. Clean the lint filter

    3. Check all control settings

    4. Check to see if machine is plugged in

  C. After using the equipment

    1. Check machine to see that it is empty

    2. Clean the filter

    3. Wipe machine inside and outside

II. The Sewing Center

  A. Equipment should be stored in an clean, dry place

  B. Rusty equipment should be discarded

  C. Keep equipment clean

  D. Use equipment only for sewing

III. The Iron and Ironing Board

  A. Follow manufacturer's instructions

  B. Keep equipment clean

  C. Store in a clean, dry place

IV. Accessories

- A. Clothes pins
    1. Keep clothes pins in a bag
    2. Wash clothes pins in sink when dirty
    3. Spread on clean flat surface to dry
- B. Clothes hangers
    1. Keep extra hangers in the closet
    2. Throw rusty or broken clothes hangers away

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - E

ASSIGNMENT SHEET
CARE OF EQUIPMENT

Study the Information Sheet.

Take Self-Help and check your answers.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - E

SELF - HELP
CARE OF EQUIPMENT

True/False

If the statement is true, write a "T" in the blank to the left.
If the statement is false, write an "F".

_____ 1. You can ignore the manufacturer's instructions; they are only propaganda anyway.

_____ 2. All equipment and accessories should be stored clean and dry.

_____ 3. If an electrical appliance doesn't work, a common cause is that it isn't plugged in.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III - E

SELF-HELP ANSWER SHEET
CARE OF EQUIPMENT

True/False

1. False
2. True
3. True

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III

TEST

Fill in the blanks with the correct answers.

1. Two natural fibers commonly used in clothing are ______________ and ______________________.
2. Use hot water to wash ________________ clothes and cold water to wash _________________________ clothes.
3. When not in use, an iron should be placed on its _____________ _______________.

True/False

If the statement is true, write a "T" in the blank to the left.
If the statement is false, write an "F".

_____ 4. The main advantage of cotton is its warmth.

_____ 5. The best garment for your money will be a simple version of the current style.

_____ 6. Customers should know what they want to buy.

_____ 7. Be sure you save your sales ticket and all tags intact until you are sure the garment is satisfactory.

_____ 8. Everyone should be able to make their own clothing.

_____ 9. It is usually best to use an automatic washer to wash heavy fabrics.

_____ 10. You can ignore instructions that come with clothing and equipment.

_____ 11. All fabrics can be ironed with one temperature setting.

_____ 12. All equipment and accessories should be stored clean and dry.

CLOTHING - PURCHASE, CARE, AND MAINTENANCE
UNIT III

ANSWER SHEET

Fill in blanks:

1. True of the following four: cotton, linen, silk, and wool
2. White, colored
3. Heel plate

True/False

4. False
5. True
6. True
7. True
8. False
9. True
10. False
11. False
12. True

HEALTH-PHYSICAL, MENTAL AND EMOTIONAL

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV

OUTLINE

A. Common problems

   1. Physical - a Texan in New York; a city boy in a small town
   2. Mental and emotional - homesickness and depression

B. Physical cleanliness

   1. Hygiene - hair, teeth, nails, ears, nose, and skin
   2. Bathroom habits
      a. Regularity
      b. The medicine cabinet
      c. Bathroom cleanliness
      d. Sharing the bathroom
   3. Pests
      a. Common pests - chiggers, ticks, mosquitoes, mice, flies, roaches, and ants
      b. Not so common pests - fleas, bedbugs, leaches, rats, snakes, skunks, birds, and bees

C. Nutrition

D. Exercise, leisure, and recreation

E. Making friends

F. Grooming

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV

TERMINAL OBJECTIVES

Upon completion of this unit, the student will have the basic knowledge to build good physical, mental, and emotional health. Possession of this knowledge will be demonstrated by scoring 85% on the unit test.

SPECIFIC OBJECTIVES

Upon completion of this unit, the student should know:

1. What problems normally may occur.
2. The basic skills for good grooming.
3. How to recognize natural pests.
4. The basic elements of good nutrition.
5. The necessity for regular physical exercise.
6. Why some leisure and recreation are necessary.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV

SUGGESTED ACTIVITIES

I. Instructor

  A. Provide each student with Objective Sheet.

  B. Discuss Terminal and Specific Objectives.

  C. Provide each student with Sub-Unit Information, Assignment, and Self-Help Sheets.

  D. Suggested Activities for each Sub-Unit are provided on the pages that follow.

  E. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help.

  F. Give the Unit Test, grade, and discuss.

II. Student

  A. Read Objectives.

  B. Study Sub-Unit Information Sheet.

  C. Complete Sub-Unit Assignment Sheet.

  D. Complete Sub-Unit Self-Help, grade and consider any wrong answers.

INSTRUCTIONAL MATERIALS

Included in this unit are the following:

  A. Objectives

  B. Information Sheet for each Sub-Unit

  C. Assignment Sheet for each Sub-Unit

  D. Sub-Unit Self-Help with Answers

  E. Unit Test with Answers

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV

SUGGESTED ACTIVITIES FOR SUB-UNITS

Instructor:

Sub-Unit A
No additional suggested activities for this sub-unit.

Sub-Unit B
Lead a discussion on the information provided.

Sub-Unit C
The instructor should discuss calorie requirements for this age group and vitamin and mineral requirements. The instructor should consult the school dietitian for the latest information.

Sub-Unit D
No additional suggested activities for this sub-unit.

Sub-Unit E
Lead a discussion in depth on the information sheet.

Sub-Unit F
No additional suggested activities for this sub-unit.

For some classes, it might be desirable to consider one of the following:

1. Arrange for a make-up specialist to discuss and demonstrate the application of make-up, choosing the correct color for various skin types and the results of poor application.
2. Demonstrate perfumes and men's colognes. Note the interaction of body chemistry and these products.

HEALTH - PHYSICAL, MENTAL, AND EMOTIONAL
UNIT IV

DEFINITIONS

Physical Health - Condition of the physical body.

Mental and Emotional Health - Condition of the conscious and non-conscious functions of a human being.

Good Health - A balance of good physical, mental, and emotional health.

HEALTH - PHYSICAL, MENTAL, AND EMOTIONAL
UNIT IV - A

COMMON PROBLEMS

INFORMATION SHEET

I. Physical Health

   A. Going from space to compactness - from small town to city

      1. Missing the space for the usual exercise

      2. Polluted air causes burning eyes and respiratory problems

      3. Concrete underfoot - causes aching feet

      4. Change in diet often causes constipation or diarrhea

   B. Moving from city to a small town

      1. Excessive exercise can cause sore muscles

      2. Change in diet often causes constipation or diarrhea

      3. Sun plus clean air can cause sunburn instead of suntan

II. Mental and Emotional Health

   A. Unfamiliar surroundings often cause homesickness

   B. The stresses of learning to cope with new surroundings often cause homesickness

   C. The effort required to learn to do a new job in new surroundings often leaves one mentally exhausted

III. Possible Solutions

   A. Physical problems

      1. To obtain exercise in a city - join an exercise program

      2. See IV - B 2-b on the outline for solutions to burning eyes, aching feet, and irregularity

      3. For sore muscles, due to over exercise, use one of the muscle rubs

      4. For sunburn - use a sunburn lotion and be cautious the next time

B. Mental and emotional problems

1. Homesickness - try calling home
2. Depression - try a change of scenery
3. Mental exhaustion - try an extra hour of sleep and possibly a change of scenery
4. For any of these problems a few hours quiet time alone at the library or park often helps

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - A

COMMON PROBLEMS

ASSIGNMENT SHEET

Study Information Sheet. Take the Self-Help and check your answers.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - A

COMMON PROBLEMS

SELF - HELP

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

_____ 1. Polluted air can cause burning eyes and respiratory problems.

_____ 2. If you move from a small town to a city and your feet ache every night, it is a sure sign of fallen arches.

_____ 3. The stresses of learning to cope with new surroundings may cause you to feel depressed.

_____ 4. Mental and emotional problems can sometimes be helped by a few hours of quiet time alone.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - A

COMMON PROBLEMS

SELF - HELP ANSWER SHEET

True/False

1. True
2. False
3. True
4. True

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - B

PHYSICAL CLEANLINESS

INFORMATION SHEET

I. Hygiene - Body Cleanliness

- A. Each individual has a unique aroma
    - 1. The aroma comes from many parts of the body
    - 2. To minimize the aroma, all body parts must be cleaned
- B. Hair
    - 1. Hair should be kept clean
    - 2. How and how often the hair is cleaned depends on the individual's hair
- C. Teeth
    - 1. Brush teeth at least twice a day after meals
    - 2. If a dental problem occurs, see a dentist immediately
    - 3. A mouthwash is helpful, especially after lunch
    - 4. Use dental floss in those hard-to-get-to places
- D. Nails
    - 1. Keep nails clean at all times
    - 2. Keep nails trimmed
    - 3. Don't forget your toenails
- E. Ears
    - 1. Keep the ears clean
    - 2. Clean outer ear with cotton swab
    - 3. Do not use a sharp foreign object, such as a tooth pick, to clean the ears

F. Nose

1. Keep the nose clean

2. Use facial tissue or handkerchief

3. Do not use foreign objects in the nose

G. Skin

1. Bathe often

2. Give extra attention to back of the neck, elbows, hands, groin, and feet

3. Deodorants are helpful

4. Deodorants are not substitutes for cleanliness

II. Bathroom

A. Regularity

1. Primarily a habit

2. Do not rely on medication to force regularity

B. The medicine cabinet

1. Basic medication - occasional use only

a. Aspirin or equivalent - for headache
b. Eye drops - for burning or itching eyes
c. Muscle rub - for aching muscles
d. Adhesive bandages - for minor cuts and scrapes
e. Antiseptic - for cleaning cuts and scrapes
f. Hand lotion - for dry skin
g. Foot powder - for sore feet

2. Basic bathroom supplies

a. Soap
b. Shampoo
c. Toothpaste and toothbrush
d. Toilet tissue
e. Shaving kit
f. Towels and washcloths
g. Make-up

C. Bathroom cleanliness

1. For you to get clean, the bathroom has to be clean

2. Clean the bathtub or shower stall after eash use

3. Wash basin
    a. Rinse after each use
    b. Scrub at least once a week
    c. When dirty also scrub with cleanser and a sponge

4. The floor
    a. Sweep at least twice a week
    b. Scrub washable floor at least once a week

5. Washable walls
    a. Wipe down at least once a week
    b. Scrub tile when dirty

D. Sharing a bathroom

1. Inquire as to other users' schedules

2. Adjust your schedule accordingly

3. Keep a minimum of supplies in the bathroom

4. Clean the bathroom after use

5. Make allowances for others' habits

III. Pests

A. Common pests

1. Chiggers
    a. Very small, almost microscopic insects
    b. Contacted on grass, weeds, and low shrubs
    c. Causes itching welts, especially in soft tissue
    d. Use insect repellent before entering likely areas
    e. Use medicated cream immediately if attacked

2. Ticks
    a. Small but visible insect similar to a spider
    b. Contacted on low shrubs and bushes
    c. Blood sucker. Can transmit fever. Often noticed following day as ¼" long purple-black sack behind an ear or other soft protected area
    d. Use insect repellent before entering likely areas
    e. Do not pull off - head remains and will infect
    f. Apply alcohol or iodine on cotton swab - tick should come free by itself

3. Mosquitoes

   a. Usually small, buzzing insect
   b. Contacted any place
   c. Blood sucker. Can transmit fever. Causes itching welts on any exposed part of body
   d. Avoid when possible
   e. Keep outside area clear of cans and open containers - mosquitoes breed only in water
   f. Apply medicated cream - see your druggist

4. Mice

   a. Small rodent, 1" - 2" long, greyish fur, long tail
   b. Common in older buildings
   c. Nuisance and may carry fleas - destructive to food and paper
   d. Use mouse traps baited with cheese or apple
   e. Keep kitchen area clean and free of crumbs
   f. Keep all food stuffs put up or in tin cans with lids

5. Flies

   a. Small flying insect, visible and noisy
   b. Common everywhere
   c. Nuisance and a disease carrier
   d. Good sprays are available
   e. Keep outside area clean - flies breed in filth
   f. Keep kitchen area clean and put food away

6. Roaches - also called water bugs

   a. Small, hard-shelled insect, brown or black
   b. Common in older buildings - can appear anywhere but prefers dark, damp, confined spaces
   c. Nuisance; scavenger and will eat anything
   d. Clean kitchen and bathroom thoroughly
   e. Spray thoroughly. Dry thoroughly.
   f. Possible to control but very difficult to eliminate completely

7. Ants

   a. Small to medium sized insects, usually found in groups
   b. Common outdoors but can appear inside around kitchen
   c. A nuisance; can get into exposed food
   d. Keep all food covered tightly
   e. Sprays exist for ants and may be effective

B. Not so common pests

1. Fleas
    a. Small insect
    b. Common on pets. Can appear on carpets, overstuffed furniture, and mattresses
    c. A nuisance. Will bite humans. Cause itching and do transmit disease (bubonic plague)
    d. Clean all carpets, drapes, furniture, and beds thoroughly before moving in
    e. If present, clean everything thoroughly
    f. If still present, call an exterminator

2. Bedbugs
    a. Very small, almost microscopic insects
    b. Uncommon; are found occasionally in used mattresses and bedding
    c. Cause welts and itching, biting at night
    d. Clean everything thoroughly and then call an exterminator
    e. Bedbugs are very difficult to get rid of

3. Leaches
    a. An animal, 1" long
    b. Found in stagnate or sluggish water in parts of U.S. where the water never freezes
    c. A bloodsucking parasite. After feeding, they drop off and an itching hole remains, easily infected. Disease carrier.
    d. Avoid habitat where they exist
    e. Do not pull off - the head will remain embedded
    f. Alcohol, gasoline or similar substance applied to the parasite will usually cause it to withdraw
    g. See a doctor if attacked by more than two or three

4. Rats
    a. Medium sized rodent, 4" to 6" long, grey or brown fur, long, scaley tail
    b. Fairly common in older buildings in cities, sometimes in new houses built on pasture land
    c. Destructive to property. Carries fleas that transmit bubonic plague.
    d. Keep outside areas clear of all trash and litter
    e. Keep inside areas clean
    f. Keep all food covered and in tight containers
    g. If present, call an exterminator
    h. Almost impossible to eradicate without professional help

5. Snakes, Skunks, Birds, Bees, etc.

   a. Medium to large
   b. May occur anywhere
   c. A nuisance but can be dangerous
   d. Keep all areas clean and clear of litter
   e. Avoid the pest if possible
   f. Leave the pest alone - it may be simply passing through
   g. If the pest seems to have decided to stay, call an exterminator

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - B

PHYSICAL CLEANLINESS

ASSIGNMENT SHEET

Study the Information Sheet. The instructor will lead a discussion of the information provided. Take the Self-Help and check your answers.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - B

PHYSICAL CLEANLINESS

SELF - HELP

True/ False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

_____ 1. Only certain parts of the body contribute to body odor.

_____ 2. Everyone should shampoo their hair daily.

_____ 3. Teeth should be brushed at least twice a day.

_____ 4. Deodorants and perfumes are no substitute for cleanliness.

_____ 5. Daily use of laxatives will not endanger your health.

_____ 6. Aspirin, adhesive bandages, and hand lotion are basic medications which should be found in your medicine cabinet.

_____ 7. All basic bathroom supplies will be provided by the landlord.

_____ 8. Before you clean yourself, the bathroom has to be clean.

_____ 9. Cleanliness, indoors and outdoors, is important in controlling common pests.

_____ 10. Mice, roaches, and ants are commonly attracted by exposed food.

_____ 11. You will never need the services of an exterminator to get rid of any pests.

_____ 12. If a snake, skunk or hive of bees appears, it is best to avoid the pest.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - B

PHYSICAL CLEANLINESS

SELF - HELP ANSWERS

True/False

1. False
2. False
3. True
4. True
5. False
6. True
7. False
8. True
9. True
10. True
11. False
12. True

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - C

NUTRITION

INFORMATION SHEET

I. Basic Food Groups

- A. Meats
    1. Major source of protein and minerals
    2. Should have at least 4 to 6 oz. daily
    3. Alternates include eggs, beans, peas, and peanuts
- B. Dairy products
    1. Major source of calcium and protein
    2. Should have 1 quart of milk or equivalent daily
    3. This group includes cheese, ice cream, and yogurt
- C. Bread and cereal
    1. Major source of carbohydrates plus 1 serving of cereal
    2. Should have 4 slices of bread plus 1 serving of cereal daily
    3. Alternates include corn bread, spaghetti, and rolls
- D. Vegetables and fruits
    1. Major source of vitamins and minerals plus bulk
    2. Should have 2 cups daily divided among various fruits and vegetables
    3. No alternates
- E. Other foods
    1. Not required but desirable
    2. Provide some energy and variety
    3. Occasional use only
    4. These foods include butter, sugar, vegetable oil, salt, and spices

II. Regular Meals Daily

- A. Breakfast is essential for good health
    1. Body has been without food for eight hours
    2. Additional energy is necessary to get going
    3. Take time for a good breakfast; wake up and live
- B. Light lunch near noon
    1. Enough for afternoon's work
    2. Not enough to make you sleepy
- C. A reasonable dinner close to six p.m.
    1. Energy for evening activities
    2. Moderate amount
- D. Some suggestions
    1. Every meal should be balanced
    2. Take time to eat and enjoy your food
    3. Juice or fruit at breakfast for "get up and go"
    4. At least one glass of water each meal
    5. Jello salad twice a week for healthy hair and fingernails
    6. Raw vegetables at least once a day helps regularity
    7. Vary your diet and keep it interesting

III. Snacks

- A. Junk foods are expensive and do not satisfy
- B. Yet snacks are nice
- C. Try fresh fruits and vegetables, juices, ice tea, popcorn
- D. Natural foods satisfy the urge and help keep you healthy

IV. Diet and Regulating Your Weight

A. The food you eat

1. Your body converts the food you eat to energy
2. Your body uses this energy
3. Any excess energy is stored by the body as fat
4. Food intake should be balanced against energy used
5. Each individual converts food differently
6. A diet plan that works for someone else may not work for you

B. Common Sense Diets

1. Consult your doctor first if you plan to lose more than 10 pounds
2. Reduce the quantity you eat but not the variety
3. If you crave some food, eat a little, then quit
4. Plan to lose 2 to 3 pounds a week - the weight went on that way; take it off that way
5. Reduce fat intake - fewer fried foods, more baked and broiled foods
6. Reduce high calorie foods - oleo, sweets, soft drinks, potato chips, beer, and wine
7. Drink a bit more water than usual

C. Fads, medicated and quack diets

1. Consult your doctor before attempting any miracle diet
2. Most miracle diets are designed to make someone else rich at your expense
3. Most miracle diets can be dangerous to your health
4. There are no fairy godmothers to make you slim

HEALTH - PHYSICAL, MENTAL, AND EMOTIONAL
UNIT IV - C

NUTRITION

ASSIGNMENT SHEET

Study the information sheet. The class should choose 15 to 20 common foods that they regularly eat. Choose three members of the class to research these foods for their calorie content and food value. The class should discuss the findings. Take the Self-Help and check the answers.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - C

NUTRITION

SELF - HELP

Fill in the blanks.

1. Four basic food groups are:

   ______________________ ______________________

   ______________________ ______________________

2. You should have at least one glass of ____________ each meal.

3. You should consult your ______________ before starting on a diet to lose weight.

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

____ 4. Cereals are a major source of protein.

____ 5. You should have one quart of milk or its equivalent daily.

____ 6. Eating a good breakfast is essential for good health.

____ 7. A big lunch at noon is necessary to get your afternoon's work done.

____ 8. How fast you eat isn't important.

____ 9. You should never snack between meals.

____ 10. Food intake should be balanced against the energy you use.

____ 11. Any diet that works for a friend is safe for you to use.

____ 12. To lose weight sensibly, reduce the amount you eat but not the variety.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - C

NUTRITION

SELF - HELP ANSWER SHEET

Fill in the blanks:

1. a. meats b. dairy products
   c. bread, cereal, and fruits d. vegetables

2. water

3. doctor

True/False

4. False

5. True

6. True

7. False

8. False

9. False

10. True

11. False

12. True

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - D

EXERCISE, LEISURE, AND RECREATION

INFORMATION SHEET

I. Your Exercise Attitude

   A. Exercise is easy to talk about

   B. Exercise is hard to get started doing

   C. You must want to exercise before it will do you any good

II. Exercise Is Necessary

   A. No job involves total physical and mental exercise for the human body

   B. You must provide the types of exercise your job does not provide

   C. An exercise program is a personal choice

III. Types of Exercise

   A. Individual exercise

      1. Calisthenics

      2. Jogging and running

      3. Very important not to overdo, especially in the beginning

   B. Group exercise

      1. Individual sports

         a. Tennis
         b. Handball
         c. Swimming
         d. Golf

      2. Team sports

         a. Softball
         b. Football
         c. Basketball

3. Requirements
    a. Significant amount of equipment
    b. Playing field
    c. Desire to be with people

C. If your job involves dealing with people all day, try individual exercise.

D. If your job involves dealing with things, try group exercise.

IV. Leisure and Recreation

A. Should be a personal choice

B. Should be an activity _you_ enjoy

C. Should be different from your job

D. May or may not include aspects of exercise

E. Your choice should relax you physically and mentally

V. Sources

A. Company you work for

B. People you work with

C. Your church

D. Health club or organization

E. Local high school or college

F. City parks and recreation department

G. Specialized clubs

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - D

EXERCISE, LEISURE AND RECREATION

ASSIGNMENT SHEET

Study the information sheet. List one form of exercise and three leisure and recreational activities that you enjoy doing.

1.

2.

3.

4.

Assume you are living away from home. List the sources you would contact to take part in each activity.

1.

2.

3.

4.

If you have difficulty deciding on a source discuss it with the instructor.

Take Self-Help and check your answers.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - D

EXERCISE, LEISURE AND RECREATION

SELF - HELP

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

_____ 1. You must want to exercise before exercise will do you any good.

_____ 2. The exercise you need depends on your job and your preference.

_____ 3. Softball and football are examples of individual exercise.

_____ 4. Group exercise can involve significant amounts of equipment.

_____ 5. The recreation you choose should be different from your exercise program.

_____ 6. There aren't many sources of information regarding recreation and exercise.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - D

EXERCISE, LEISURE AND RECREATION

SELF - HELP ANSWER SHEET

True/False

1. True
2. True
3. False
4. True
5. False
6. False

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - E

MAKING FRIENDS

INFORMATION SHEET

I. How to Make Friends

  A. To make friends, be one

    1. Think of others before yourself

    2. Be interested in what others are doing and their opinions

    3. Silence is golden

  B. Slow and easy does it

    1. Don't push - you are the stranger now

    2. Be friendly with everyone but don't get too close to anyone

    3. Don't be critical until you know the situation better

  C. You will make many acquaintances but only a few close friends

II. Where to Make Friends

  A. Among your co-workers

  B. Through your church

  C. Through clubs and recreation

  D. Sometimes where you live

  E. Rarely in a bar

III. Some Words of Caution

  A. Beware of the stranger offering instant friendship

    1. Instant friendship is often very shallow and very expensive

    2. Perverts, procurers, and solicitors often use the above approach

B. Draw acquaintances from as many places as possible and as quickly as possible

C. Don't expect too much from your friends

D. Be selective in what you agree to do for your friends; you can't buy friendship

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - E

MAKING FRIENDS

ASSIGNMENT SHEET

Study Information Sheet. The class should discuss each heading as to why they think it is or isn't important.

Take Self-Help and check your answers.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - E

MAKING FRIENDS

SELF - HELP

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

____ 1. A good way to make friends is to be quietly friendly yourself.

____ 2. You can become a close friend of everyone you meet.

____ 3. You should concentrate on making all your friends among your co-workers.

____ 4. You can meet people through your church and through recreation.

____ 5. Instant friendship can be a mask for unpleasantness.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - F

GROOMING

INFORMATION SHEET

I. Hair

- A. Hair should be clean
- B. Hair style appropriate for your job
- C. Keep hair trimmed

II. Clothing and Shoes

- A. Clothing appropriate for your work or other activity
- B. In style but avoid extremes
- C. Good fitting - not too tight and not too loose
- D. Clothing clean and pressed
- E. Keep clothes repaired

III. Jewelry and Accessories

- A. Keep them simple but interesting
- B. Wear a minimum amount
- C. Wear what is appropriate for the activity

IV. Cosmetics and Perfumes

- A. A little goes a long way
- B. Use what is appropriate for the activity

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - F

GROOMING

ASSIGNMENT SHEET

Study Information Sheet. Take Self-Help and check your answers.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - F

GROOMING

SELF - HELP

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

_____ 1. Your hair style should be appropriate for your job.

_____ 2. Clothing should fit as tightly as possible so you will be noticed.

_____ 3. Wear a minimum amount of simple jewelry.

_____ 4. Buy a strong perfume and wear a lot of it.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV - F

GROOMING

SELF - HELP ANSWER SHEET

True/False

1. True

2. False

3. True

4. False

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV

TEST

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

____ 1. Burning eyes and aching feet can be caused by change in environment.

____ 2. Feeling depressed or homesick is a sure sign of serious emotional illness.

____ 3. Bathing regularly isn't necessary - just use more deodorant.

____ 4. A clean bathroom is necessary if you are to be clean.

____ 5. Exposed food can attract several kinds of household pests.

____ 6. If a snake, skunk, or hive of bees appears, it is best to avoid the pest.

____ 7. The four basic food groups are meats, cereals, fruits and vegetables, and dairy products.

____ 8. To lose weight sensibly, reduce the amount you eat but not the variety.

____ 9. How fast you eat isn't important.

____ 10. The exercise you need depends on your job and your preferences.

____ 11. There are several sources of information regarding availability of recreation and exercise.

____ 12. You should make all your friends among your co-workers.

____ 13. Instant friendship is often shallow and can mask danger.

____ 14. A good way to make friends is to be one.

____ 15. Good grooming is often the result of wearing what is appropriate for the activity.

HEALTH - PHYSICAL, MENTAL AND EMOTIONAL
UNIT IV

TEST ANSWERS

True/False

1. True
2. False
3. False
4. True
5. True
6. True
7. True
8. True
9. False
10. True
11. True
12. False
13. True
14. True
15. True

THE KITCHEN-ANYONE CAN COOK

ANYONE CAN COOK
UNIT V

OUTLINE

Preface - Glossary of Terms

A. Equipment
   1. Cooking - purchase and storage
   2. Eating - purchase and storage
   3. Cleaning - purchase and storage

B. Food
   1. Shopping for food
   2. Storage of food
   3. Food preparation

C. Serving

D. Cooking - what, how much and how often

E. Kitchen safety, maintenance, and sanitation

ANYONE CAN COOK
UNIT V

TERMINAL OBJECTIVE

Upon completion of this unit, the student should be able to equip a kitchen and cook a simple meal. This knowledge will be shown by scoring 85% on the unit test and demonstration to the instructor's satisfaction.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Purchase necessary cooking and eating equipment.
2. Purchase necessary cleaning supplies.
3. Purchase, store and prepare simple foods.
4. Set the table and serve a simple meal.
5. Plan a week's cooking schedule.
6. Keep a kitchen safe and clean.
7. Care for the equipment.

ANYONE CAN COOK
UNIT V

SUGGESTED ACTIVITIES

I. Instructor

A. Provide each student with Objective Sheet.

B. Discuss Terminal and Specific Objectives.

C. Discuss Glossary of Terms.

D. Provide each student with Sub-Unit Information, Assignment, Self-Help, and Self-Help Answer Sheets.

E. Suggested Activities for each Sub-Unit are provided on the pages that follow.

F. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help.

G. Upon completion of the Unit, give the Unit Test, grade, and discuss.

II. Student

A. Read Objectives.

B. Study Sub-Unit Information Sheet.

C. Complete Sub-Unit Assignment Sheet.

D. Complete Sub-Unit Self-Help, grade, and consider any wrong answers.

INSTRUCTIONAL MATERIALS

Included in this unit are the following:

A. Objectives

B. Glossary of Terms

C. Information Sheet for each Sub-Unit

D. Assignment Sheet for each Sub-Unit

E. Sub-Unit Self-Help with answers

F. Unit Test with answers

ANYONE CAN COOK
UNIT V

SUGGESTED ACTIVITIES FOR SUB-UNITS

Instructor

Sub-Unit V-A: No additional suggested activities for this Sub-Unit.

Sub Unit V-B: Guide the class in preparation of a week's menu. Guide the class in preparing a shopping list from this week's menus. Guide the class in a discussion of the cost of the groceries.

Sub-Unit V-C: No additional suggested activities for this Sub-Unit.

Sub-Unit V-D: Instructor will need a good general cookbook. The instructor will need to guide the class in the choice of foods for breakfast and dinner menus and in calculating preparation times for the meals.

Sub-Unit V-E: No additional suggested activities for this Sub-Unit.

ANYONE CAN COOK
UNIT V

GLOSSARY OF TERMS

The following terms are often found in recipes and are described below:

A. Bake -- To cook by dry heat in an oven. If the food is a meat, it is called roasting.

B. Baste -- To moisten meat or other food while it is cooking. Liquid may be melted fat, barbecue sauce or water.

C. Beat -- To make a mixture smooth by brisk, regular motion that lifts the mixture over and over.

D. Blanch -- To pour boiling water over a food and then drain quickly.

E. Blend -- To mix thoroughly two or more ingredients.

F. Boil -- To cook in water which is actively bubbling (see simmer).

G. Braise -- To brown meat or vegetables in a small amount of fat and then to cook slowly in a covered utensil in a small amount of liquid. The liquid can be meat juices, water or milk.

H. Bread -- To roll in dry bread crumbs before cooking.

I. Broil -- To cook by direct heat in a broiler or on a grill.

J. Brown -- To make brown by scorching slightly or to make brown by roasting or baking (breads and cookies).

K. Chop -- To cut into pieces with a knife or other sharp tool.

L. Coat the spoon -- To cover the bowl of a metal spoon with thickened food.

M. Cream -- To work one or more foods until soft and creamy. Similar to blend.

N. Crumb -- To coat with crumbs.

O. Cut -- 1) To divide food materials with a knife or pair of scissors 2) To incorporate fat into dry ingredients with least amount of blending

P. Cut and Fold -- To mix two or more ingredients by two motions: cutting vertically through the mixture and turning over by sliding the implement across the bottom of the mixing bowl. Motions are used over and over again.

Q. Deep-fat fry -- To cook in deep, hot fat.

R. Dice -- To cut food into cubes.

S. Dilute -- To diminish the strength of a mixture by adding water.

T. Dredge -- To coat with flour or fine substances by dragging the food through the coating substance.

U. Dust -- To lightly coat with flour or fine substance by sprinkling.

V. Fold -- To turn a mixture over by sliding an implement across the bottom of a mixing bowl. Motion is repeated.

W. Fry -- To cook in fat, as in a skillet.

X. Garnish -- To add a decoration to food to make it more attractive.

Y. Grate -- To change a solid food to small pieces by rubbing the solid on a surface which has many sharp cutting points.

Z. Grill -- To cook food on a flat metal surface over heat, usually with a minimum of fat.

AA. Grind -- To reduce a solid food to small particles by cutting or crushing.

BB. Knead -- To manipulate a food with a pressing motion accompanied by folding and stretching.

CC. Marinate -- To soak a food in a marinade (an acid-oil mixture), used to give tartness to raw vegetables and to tenderize meats before cooking.

DD. Melt -- To liquify by heat.

EE. Mince -- To chop food into very small pieces.

FF. Mix -- To combine two or more ingredients so as to distribute evenly.

GG. Panbroil -- To cook uncovered on a hot, ungreased surface. Liquid from the food is poured off as it accumulates.

HH. Panfry -- To cook in an uncovered skillet in a small amount of fat.

II. Panboil -- To boil until partially cooked.

JJ. Pare -- To cut away the outside covering of a food.

KK. Peel -- To strip off the outside covering of a food.

LL. Poach -- To cook in a hot liquid or over steam.

MM. Roast -- To bake meats.

NN. Saute' -- To brown quickly in a small amount of fat with frequent turning.

OO. Sear -- To brown the surface of meat by short application of heat.

PP. Sift -- To separate the fine part of a substance from the coarse.

QQ. Simmer -- To cook in a liquid that is kept almost boiling but not quite.

RR. Steam -- To cook in steam.

SS. Steep -- To allow a food to stand in liquid without boiling.

TT. Stew -- To simmer in a small quantity of liquid.

UU. Stir -- To mix food mixtures with a circular motion.

VV. Toast -- To brown by means of direct heat.

WW. Whip -- To beat rapidly so as to incorporate air.

ANYONE CAN COOK
UNIT V

EQUIPMENT

INFORMATION SHEET

I. Cooking Equipment

A. Bare minimum

1. Good general cookbook
2. Skillet with lid - 10" or 12"
3. One quart sauce pan with lid
4. Cake pan - 8"
5. Slotted mixing spoon
6. Turner
7. Mixing bowl
8. Set of measuring spoons
9. Set of measuring cups
10. Dish pan
11. Waste basket
12. Hand beater
13. Hand can opener
14. Bottle opener
15. Paring knife
16. Roll of aluminum foil
17. Box of sandwich bags
18. Tea kettle
19. Canister set
20. Two good hot pads

B. Extra equipment

    1. Cookbooks on special subjects
    2. Electric skillet
    3. Three quart sauce pan
    4. Six quart kettle with lid
    5. Pie pan
    6. Cookie sheets
    7. Meat fork or tongs
    8. Potato masher
    9. Electric mixer
    10. Set of kitchen knives
    11. Cutting board
    12. Small roaster with lid
    13. Large open roaster pan

C. Purchase of equipment

    1. Variety stores
    2. Supermarket
    3. Secondhand store
    4. Buy new electrical appliances
    5. Beware of impulse buying

D. Storage

    1. Don't buy more than you can store
    2. If you need extra space buy basic storage units or make your own
    3. Should be clean and dry

II. Eating Equipment

A. Bare minimum

1. Two place settings of flatware - knife, fork, and spoon
2. Two plates, water glass, juice glass, cereal bowl, two pie plates, two coffee cups
3. Cream pitcher, sugar bowl and a pair of salt and pepper shakers

B. Extra equipment

1. Additional place settings of flatware
2. Additional plates and dishes to meet your needs
3. Two platters, serving bowls
4. Serving casserole
5. Large pitcher
6. Place mats or tablecloths
7. Hot pads or tiles

C. Purchase of eating equipment

1. Second hand store
2. Variety store
3. Discount store
4. Supermarket

D. Storage

1. Kitchen cabinet
2. Dry and clean
3. Use shelf paper
4. Divided flatware box is desirable

III. Cleaning Equipment

- A. Bare minimum
  1. Broom and dustpan
  2. Cleanser, powder or liquid
  3. Dishwashing detergent
  4. Scrub mop and bucket
  5. Sponge, brush or dish cloth for dishes
  6. Paper towels
  7. Window cleaner
- B. Extra equipment
  1. Rake, shovel, and garden hose is needed
  2. Carpet sweeper - manual or electric
  3. Dustcloth and furniture polish
  4. Dustmop
- C. Purchase of cleaning equipment
  1. Discount store
  2. Supermarket
- D. Storage
  1. This is a problem
  2. Storage cabinet if available
  3. Smaller items in the kitchen cabinet
  4. Larger items out of traffic ways

ANYONE CAN COOK
UNIT V - A

EQUIPMENT

ASSIGNMENT SHEET

Study the information sheet. Take the self-help and check your answers.

ANYONE CAN COOK
UNIT V - A

EQUIPMENT

SELF - HELP

Fill in the blanks:

1. List four pieces of cooking equipment that are necessary in preparing a meal.

    1.

    2.

    3.

    4.

2. List four items of cleaning equipment that you must have to clean with.

    1.

    2.

    3.

    4.

True/False: If the answer is true, write a "T" in the blank to the left; if false, write an "F" in the blank to the left.

___ 3. An electric skillet, mixer, and electric can openers are desirable cooking equipment but not necessary.

___ 4. You can purchase most cooking equipment at either a variety store or supermarket.

___ 5. For eating equipment the basic minimum allows you to set a table for six.

___ 6. Most cooking equipment will be stored in the kitchen.

___ 7. You must have an electric carpet sweeper.

___ 8. Storage of cleaning equipment is often a problem.

ANYONE CAN COOK
UNIT V - A

EQUIPMENT

SELF - HELP ANSWER SHEET

Fill in the blanks:

1. The four items listed should appear in the list, paragraph I-A, Information Sheet.
2. The four items listed should appear in the list, paragraph III-A, Information Sheet.

True/False

3. True
4. True
5. False
6. True
7. False
8. True

ANYONE CAN COOK
UNIT V - B

FOOD

INFORMATION SHEET

I. Shopping For Food

  A. Menu planning

    1. Make out the basic menus for a week

    2. Be sure your menus are well balanced

    3. Now make your shopping list based on your menus

  B. Write out a shopping list

    1. Make the list in the same order that the grocery store is arranged

    2. Write down quantity and price on any advertised specials

    3. Restrict your list to your actual needs

    4. Estimate the total cost and adjust your list to match your budget

    5. Now go to the store and buy only what is on the list

  C. Some suggestions

    1. Buy your staples immediately after payday

    2. Shop for groceries after you have eaten rather than just before a meal

    3. Be aware of impulse buying and avoid it

    4. Buy sizes and quantities you will use

    5. Plan to buy a few special "goodies" for those unexpected guests

II. Storage of food

   A. Put groceries away immediately

   B. Divide large quantities in proper size portions before freezing

   C. Make sure all foods are covered or wrapped before storing in the refrigerator otherwise they will pick up odors

III. Food Preparation and Safety

   A. To enjoy cooking, start with clean kitchen

   B. Keep equipment safe

   C. Keep your menu simple and easy to prepare

   D. Schedule your cooking time so you can eat at a reasonable hour

   E. Gather all ingredients and equipment before preparing a recipe

   F. Follow the recipes

ANYONE CAN COOK
UNIT V - B

FOOD
ASSIGNMENT SHEET

Study the Information Sheet.

As a class you will prepare menus for a full week: Monday thru Sunday.

As a class you will prepare a grocery list based on the menus.

The class will choose three students who will take the grocery list to the supermarket and obtain current prices.

The class will discuss the cost of those groceries.

Take the Self-Help and check your answers.

ANYONE CAN COOK
UNIT V - B

FOOD

SELF - HELP

True/False: If the statement is true, write a "T" in the blank to the left; if false, write an "F" in the blank to the left.

_____ 1. Your grocery list should be based on your planned menus.

_____ 2. It isn't necessary to have a written shopping list.

_____ 3. Buy your groceries one day at a time.

_____ 4. Keep your menus simple and easy to prepare.

_____ 5. A recipe is only a guide; you do not need to follow it closely.

ANYONE CAN COOK
UNIT V - B

FOOD

SELF - HELP ANSWER SHEET

True/False:

1. True
2. False
3. False
4. True
5. False

ANYONE CAN COOK
UNIT V - C

SERVING

INFORMATION SHEET

I. Time to Eat

  A. Take time to eat

  B. Have a definite place to eat

    1. Table

    2. Eating counter

  C. Have a pleasant place to eat

  D. Eat at least breakfast and dinner this way

II. Setting the Table

  A. Individual setting

    1. Knife, fork, and spoon

    2. Drink

    3. Napkin

  B. Accessories

    1. Salt, pepper, and sugar

    2. Bread and butter

    3. Condiments - catsup, mustard, etc.

III. Serving the Food

  A. Fill your plate in the kitchen

  B. Take your plate to the table

  C. Sit down and eat

ANYONE CAN COOK
UNIT V - C

SERVING

ASSIGNMENT SHEET

Study the Information Sheet.

Take the Self-Help and check your answers.

ANYONE CAN COOK
UNIT V - C

SERVING

SELF - HELP

Make a list of the reasons for or against eating two meals a day according to the outline on the information sheet.

ANYONE CAN COOK
UNIT V - C

SERVING

SELF-HELP ANSWER SHEET

There are no definite answers to the questions.

Some reasons for doing it the way it is outlined included the following:

1. You are more likely to prepare and eat balanced meals.
2. You are more likely to enjoy your food.
3. Your digestion will be better.

Some reasons against doing the way it is outlined.

1. Don't have time.
2. Too much trouble.

Now, which set of answers makes the best sense?

ANYONE CAN COOK
UNIT V - D

COOKING - WHAT, HOW MUCH, HOW OFTEN

INFORMATION SHEET

I. Balanced Meals are Easy

- A. Breakfast - some samples
    1. Sausage, egg, fruit juice, toast or roll and milk
    2. Dry cereal, milk, juice, and bacon
- B. Dinner - some samples
    1. Some easy meats
        - a. Hamburgers
        - b. Hot dogs
        - c. Pizza - add goodies
        - d. Chili
    2. Salads
        - a. Relish plate - onions, pickles, carrots, etc.
        - b. Lettuce, wedge or tossed
        - c. Jello fruit salad
        - d. Cole slaw
    3. Vegetables and Fruits
        - a. Corn and green beans
        - b. Apples, oranges, and bananas
        - c. Peas, spinach, tomatoes, broccoli, cauliflower
        - d. Potatoes - baked, fried or boiled
        - e. Seasonal fruits - melons and berries
    4. Dairy foods
        - a. Glass of milk
        - b. Cheese - processed, natural or cottage
        - c. Milk based - sauces, puddings, yogurt, and ice cream
    5. Breads and Cereals
        - a. Bread, rolls, and muffins
        - b. Pastas - spaghetti, macaroni, and noodles
        - c. Rice
        - d. Cakes, sweet rolls, and cookies
    6. A balanced dinner includes one choice from each of the above groups

II. How Much and How Often

- A. Weekday meals
  1. Just enough for yourself -- avoid leftovers
  2. Prepare each meal just before you eat it.
- B. Weekend meals
  1. How much
     - a. Cook larger quantities for the following week -- roast, chicken, casserole, and jello salad
     - b. Don't fix too much
  2. How often to cook
     - a. Schedule 2 or 3 hours
     - b. Don't fix too much
       - i. Eat a meal out
       - ii. Invite a friend to dinner
       - iii. Do something different

ANYONE CAN COOK
UNIT V - D

COOKING - WHAT, HOW MUCH AND HOW OFTEN

ASSIGNMENT SHEET

Study the Information Sheet.

The class should choose foods from the suggested samples to make a breakfast and dinner menu. As a group the class will calculate the preparation time for these menus. Using these times the class should schedule the cooking order so all the food is ready at the same time. The instructor will guide in the calculating of cooking times.

Take the Self-Help and check your answers.

ANYONE CAN COOK
UNIT V - D

COOKING - WHAT, HOW MUCH, AND HOW OFTEN

SELF-HELP

Fill in the blanks:

1. Write four foods that would make a balanced breakfast menu.
   a.
   b.
   c.
   d.
2. Write four foods that would make a balanced dinner menu.
   a.
   b.
   c.
   d.
3. How much food should you prepare during the week?____________

   ____
4. How much time should you plan to spend cooking on a weekend?

   ____

ANYONE CAN COOK
UNIT V - D

COOKING - WHAT, HOW MUCH, AND HOW OFTEN

SELF-HELP ANSWER SHEET

Fill in the blanks:

1. a. Breakfast meat -- bacon, sausage, etc.
    b. Cereal food -- dry cereal, toast or roll
    c. Fruit -- juice, sliced fruit
    d. Dairy -- milk
2. a. Meat
    b. Vegetable, fruits, and salad
    c. Dairy food
    d. Breads
3. Just enough for yourself
4. 2 to 3 hours

ANYONE CAN COOK
UNIT V - E

KITCHEN SAFETY, MAINTENANCE, AND SANITATION
INFORMATION SHEET

I. Kitchen Safety

  A. Safety in cooking

    1. Turn pot handles to the back of the stove
    2. Pots and skillets should be covered
    3. Make sure heat is turned off when you are through cooking
    4. In case of a grease fire cover fire with baking soda
    5. Never add water to hot grease
    6. Use the lowest possible heat for what you are cooking
    7. Put the pot on the burner then turn on the heat
    8. A sharp knife is safer than a dull one
    9. Always cut away from yourself
    10. Assume any pot on the stove is hot - use pot holders

  B. Safety in the kitchen

    1. Keep kitchen floor and counters clean and free of clutter
    2. Clean up spilled food and water promptly
    3. All appliances should be grounded
    4. Have a place for everything in the kitchen -- then put it there

II. Maintenance

  A. Appliances

    1. Clean and dry all appliances before storing
    2. Follow manufacturer's instructions carefully

B. Kitchen tools

  1. Keep knives sharp
  2. Keep all handles tight
  3. Replace all broken tools
  4. Schedule two hours a month for inspection and maintenance in the kitchen

III. Sanitation

  A. Sweep the kitchen once a day
  B. Mop the floor at least once a week
  C. Empty kitchen wastebasket at least every third day
  D. Clean the refrigerator inside and out once a week
  E. Clean the stove thoroughly once a week
  F. Clean counter and sink after each meal

ANYONE CAN COOK
UNIT V - E

KITCHEN SAFETY, MAINTENANCE, AND SANITATION
ASSIGNMENT SHEET

Study the Information Sheet.

Take the Self-Help and check the answers.

ANYONE CAN COOK
UNIT V - E

KITCHEN SAFETY, MAINTENANCE, AND SANITATION
SELF-HELP

Fill in the blanks:

1. List four safety measures to consider while cooking.

    a.

    b.

    c.

    d.

2. List two safety measures related to the kitchen.

    a.

    b.

3. Kitchen maintenance is concerned with ________________ and

    ___________________________.

4. List three sanitation jobs which must be done regularly in the kitchen.

    a.

    b.

    c.

ANYONE CAN COOK
UNIT V - E

KITCHEN SAFETY, MAINTENANCE, AND SANITATION
SELF-HELP ANSWER SHEET

Fill in the blanks:

1. The four answers may be any four of the ten under I-A of the Information Sheet.
2. The two answers may be any of the four listed under I-B of the Information Sheet.
3. Appliances, kitchen tools.
4. The three answers may be any of six answers under III on the Information Sheet.

ANYONE CAN COOK
UNIT V

TEST

Fill in the blanks:

1. Describe the following terms:

   a. Bake ____

   ____

   b. Cream ____

   ____

   c. Melt ____

   ____

   d. Simmer ____

   ____

2. List four pieces of cooking equipment that are necessary in preparing a meal.

   a.

   b.

   c.

   d.

3. List four foods that would make a balanced dinner menu.

   a.

   b.

   c.

   d.

4. List two safety measures related to the kitchen.

   a.

   b.

TEST

True/False: If the answer is true, write a "T" in the blank to the left; if false, write an "F" in the blank to the left.

_____ 5. To deep fat fry is to cook in deep hot fat.

_____ 6. To broil is to cook in boiling water.

_____ 7. To grate is to cook on a grate or grill.

_____ 8. To stir is to mix food with a circular motion.

_____ 9. You can purchase most cooking equipment at a variety store or supermarket.

_____ 10. Most cooking equipment will be stored in the kitchen.

_____ 11. It isn't necessary to have a written grocery list.

_____ 12. Keep your menu simple and easy to prepare.

_____ 13. You should prepare just enough food for yourself.

_____ 14. Kitchen maintenance is concerned with appliances and kitchen tools.

_____ 15. Kitchen sanitation requires some work everyday.

ANYONE CAN COOK
UNIT V

TEST ANSWERS

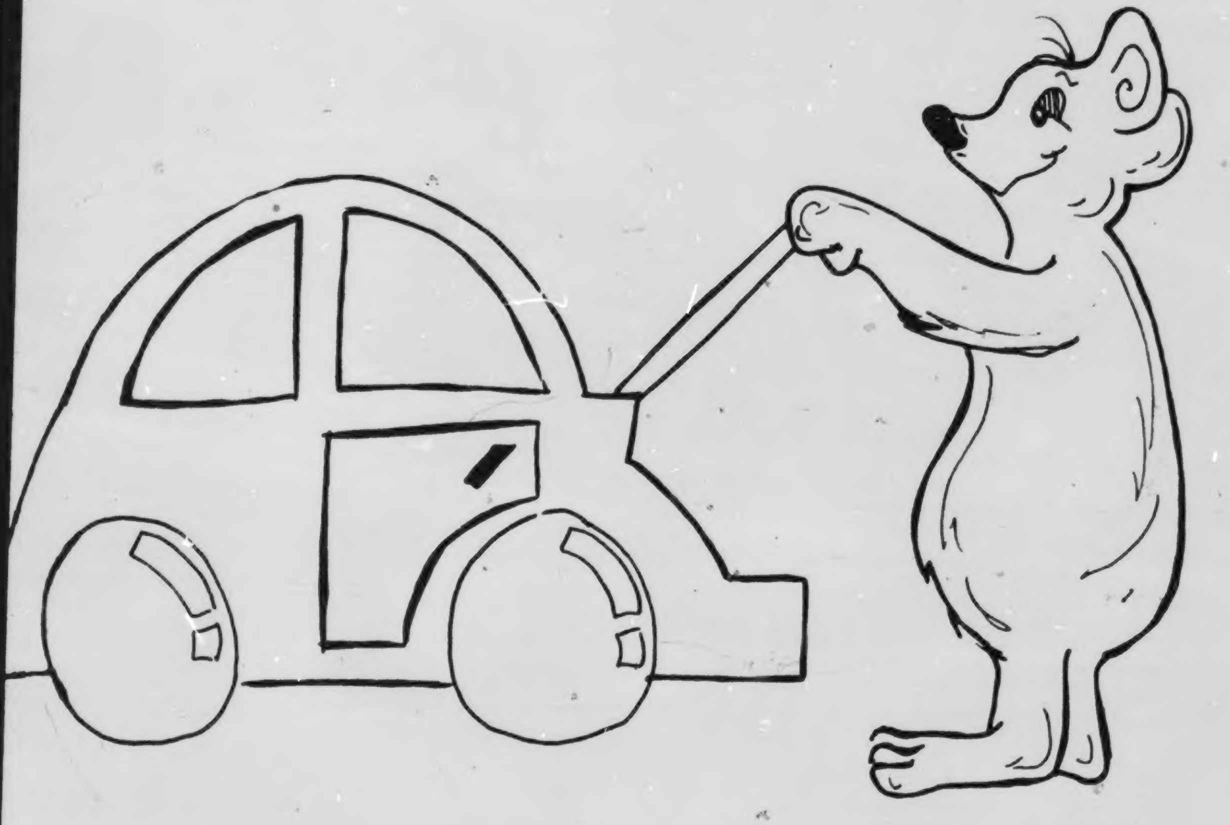
Fill in the blanks:

1. a. Bake - to cook by dry heat in an oven
   b. Cream - to work one or more foods till soft and creamy
   c. Melt - to liquify by heat
   d. Simmer - to cook in a liquid that is kept almost boiling
2. a - d The four items listed should appear in the list Sub-Unit V-A paragraph I-A, Information Sheet
3. a. Meat
   b. Vegetables, fruit or salad
   c. Dairy food
   d. Bread
4. Any two of the following four
   a. Keep kitchen floor and counter clean and free of clutter
   b. Clean up spilled food and water promptly
   c. All appliances should be grounded
   d. Have a place for everything in the kitchen - then put it there

True/False:

5. True
6. False
7. False
8. True
9. True
10. True
11. False
12. True
13. True
14. True
15. True

CARE OF A CAR



CARE OF A CAR
UNIT VI

OUTLINE

A. Driver care and maintenance
    1. Driver's manual
    2. Tires and muffler
    3. Oil
    4. Battery
    5. Radiator and antifreeze
    6. Hoses and belts
    7. Power steering fluid and transmission fluid
    8. Brake fluid
    9. Air filter
    10. Windshield wipers and windshield washer reservoir
    11. Word of caution

B. Cleaning
    1. Outside
    2. Inside

C. See a mechanic
    1. Finding a mechanic
    2. Work a mechanic should do
        a. Alignment and balancing
        b. Shock absorbers
        c. Carburetor adjustment
        d. Engine tune-up
        e. Unusual happenings, strange squeeks, and noises

CARE OF A CAR
UNIT VI

SUGGESTED ACTIVITIES

I. Instructor:

A. Provide each student with Objective Sheet.

B. Discuss Terminal and Specific Objectives.

C. Provide each student with Sub-Unit Information, Assignment, Self-Help and Self-Help Answer Sheets.

D. Suggested Activities for each Sub-Unit are provided on the pages that follow.

E. Upon completion of each Sub-Unit, discuss the Sub-Unit of Self-Help.

II. Student:

A. Read Objectives.

B. Study Sub-Unit Information Sheet.

C. Complete Sub-Unit Assignment Sheet.

D. Complete Sub-Unit of Self-Help, grade, and consider any wrong answers.

INSTRUCTIONAL MATERIALS

Included in this unit are the following:

A. Objectives

B. Information Sheet for each Sub-Unit

C. Assignment Sheet for each Sub-Unit

D. Sub-Unit Self-Help with answers

E. Unit Test with answers

III. Reference:

A. Shell Answer Series # 17, Self Service - Why Self Serve Should Be More Than Just Pumping Your Own Gas; Carroll Hansen, Shell Dealer

CARE OF A CAR
UNIT VI

TERMINAL OBJECTIVE

Upon completion of this unit, the student will know those car maintenance procedures that can be done by the driver. This knowledge will be evidenced by scoring 85% on the Unit Test.

SPECIFIC OBJECTIVES

After completion of this unit, the participant should be able to:

1. Demonstrate the ability to perform those car maintenance procedures which the driver should perform periodically.
2. Demonstrate the ability to perform general car care and cleaning.
3. Identify those common car maintenance procedures which are commonly taken to a mechanic.

CARE OF A CAR
UNIT VI

SUGGESTED ACTIVITIES FOR SUB-UNITS

Sub-Unit VI-A, Driver Care and Maintenance

A. Prepare to guide each student through the maintenance check list:

1. Check all four tires for correct pressure.
2. Visually check the muffler.
3. Check oil level--indicate where the oil would be added if needed.
4. Check battery for proper water level.
5. Check radiator for proper water level.
6. Check hoses and belts.
7. Check power steering fluid and transmission fluid levels.
8. Check the air filter.
9. Check windshield wipers and windshield washer reservoir.

B. Arrange for the use of two or three automobiles and make sure they are in good condition.

1. Obtain two or three good tire pressure gauges, one per automobile, and a supply of clean, dry rags.
2. Pair students, preferably a boy and a girl.
3. Take the class to the automobiles. Assign a pair of students to each automobile, supply the students with a tire gauge and two clean rags, and guide each student through the maintenance check list.
4. If you have students that are trained service station attendants, use them as monitors.

CARE OF A CAR
SUB UNIT VI - B

CLEANING

Arrange to take the class to a car wash. Put at least one car through the car wash and explain each step as it is performed.

SUB UNIT VI - C

See a mechanic. No suggested activities for this sub-unit.

CARE OF A CAR
UNIT VI - A

DRIVER CARE AND MAINTENANCE INFORMATION SHEET

I. Owner's Manual

   A. Study thoroughly

   B. Keep the manual in the car

II. Tires and Muffler

   A. Buy a good tire gauge

   B. The owner's manual contains the recommended tire pressure

   C. Check all five tires at least once a month

   D. Visually check the muffler

      1. Does it have holes in it

      2. Are any pipes loose

      3. Are all the hangers tight

      4. If there is a problem, have it fixed

III. Oil

   A. Have a clean, dry rag or paper towel

   B. Pull the oil dipstick out and wipe it clean

   C. Put the dipstick in as far as it will go and pull it back out

   D. The oil on the end of the dipstick should be between the "ADD" and "FULL" marks

   E. If the oil is below the "ADD" mark, you need to add at least a quart of oil -- do not overfill.

IV. Battery

   A. Some batteries need maintenance, some do not

   B. If your battery does, remove each cap and check the water level

   C. If the water is low, add enough distilled water to bring the level up to the filler neck

D. Visually check the battery cable connections for corrosion

E. If corroded, have it cleaned

V. Radiator and Antifreeze

A. Check the radiator only when it's cool

B. Check the owner's manual for the proper method of checking for your car

C. Change antifreeze every two years

VI. Hoses and Belts

A. Visually check all hoses for cracks, leaks, and bulges

B. Pay particular attention to clamps and any part close to the engine

C. Squeeze each hose -- it should be flexible, not stiff

D. Replace any doubtful hose immediately

E. Visually check all belts for frays, cracks, and missing pieces

F. Replace damaged belts immediately

VII. Power Steering and Transmission Fluid

A. Have a clean, dry rag or paper towel

B. Check the owner's manual for the location of the two dipsticks

C. Pull the fluid dipstick out and wipe it clean

D. Put the fluid dipstick in as far as it will go and pull it back out

E. The fluid on the end of the dipstick should be between the "ADD" and "FULL" marks

F. If the fluid is below the "ADD" mark, you need to add fluid -- have a filling station attendant do this

VIII. Brake Fluid

A. If the brake pedal goes almost to the floor, the brake fluid is probably low

B. If you think the fluid is low, have the service station mechanic check it

IX. Air Filter

A. Check the owner's manual for location of the air filter

B. Unscrew the air filter lid

C. Carefully lift the lid off

D. Lift out the air filter

E. Look through the air filter

F. If you can't see light through the filter, you need to get a new one

X. Windshield Wipers

A. Examine the wiper blades

B. Replace the blades if cracked or stiff

C. Carefully lift the lid off

D. Lift out the air filter

E. Look through the air filter

F. If you can't see light through the filter, you need to get a new one

X. Windshield Wipers

A. Examine the wiper blades

B. Replace the blades if cracked or stiff

XI. Windshield Washer Reservoir

A. Keep it filled

XII. A Work of Caution -- Make sure you return each item to its original place when you are through checking it

XIII. Basic maintenance should be done at least once a week

CARE OF A CAR
UNIT VI - A

DRIVER CARE AND MAINTENANCE
ASSIGNMENT SHEET

Study the Information Sheet. The instructor will arrange for you to have the opportunity to perform basic maintenance on an automobile.

Take the Self-Help and check your answers.

CARE OF A CAR
UNIT VI - A

DRIVER CARE AND MAINTENANCE
SELF - HELP

True/False

If the statement is true, write a "T" in the blank to the left; write an "F" if the statement is false.

_____ 1. The owner's manual is an important source of information regarding maintenance.

_____ 2. A complete tool box is necessary for driver care and maintenance.

_____ 3. Car maintenance is the same for all cars and pickups.

_____ 4. Driver maintenance consists of checking a number of definite parts.

_____ 5. Use distilled water in the battery when it needs water.

_____ 6. Check the tires at least once a month; everything else at least once a week.

CARE OF A CAR
UNIT VI - A

DRIVER CARE AND MAINTENANCE SELF-HELP ANSWER SHEET

1. True
2. False
3. False
4. True
5. True
6. True

CARE OF A CAR
UNIT VI - B

CLEANING
INFORMATION SHEET

I. Outside of the Car

A. Automatic car wash

1. Follow printed instructions to the letter

2. The machinery will clean the car for you

3. You may need to clean the windows and sponge off excess water afterwards

4. Can be expensive

B. Self-service car wash

1. Follow printed instructions to the letter

2. You will do the work -- be sure to wear old clothes

3. Less expensive than automatic car wash

C. Washing the car at home

1. Check with the landlord to see if car washing is allowed -- if so, where

2. Make sure you have the necessary equipment:

   a. Hose and outside faucet
   b. One gallon bucket
   c. Non-mar brush and bucket
   d. Chamois
   e. Detergent and glass cleaner
   f. Long-handled stiff bristle brush -- use for under the fenders and underbody

3. Washing at home can be more expensive and more trouble than using a car wash

CARE OF A CAR
UNIT VI - B

CLEANING
ASSIGNMENT SHEET

Study the Information Sheet. The instructor will arrange a field trip to a car wash.

Take the Self-Help and check your answers.

CARE OF A CAR
UNIT VI - B

CLEANING
SELF - HELP

True/False

If the statement is true, write a "T" in the blank to the left; if false, write an "F".

_____ 1. In an automatic car wash, machinery washes the outside of the car for you.

_____ 2. In a self-service car wash, you will have to do some of the work.

_____ 3. Washing your car at home is always cheaper and easier than going to a car wash.

_____ 4. The inside of a car only needs to be cleaned for special occasions.

_____ 5. Clean the inside of the windows as well as the inside of the car.

CARE OF A CAR
UNIT VI - B

CLEANING
SELF-HELP ANSWER SHEET

1. True
2. True
3. False
4. False
5. True

CARE OF A CAR
UNIT VI - C

SEE A MECHANIC
INFORMATION SHEET

I. Finding An Honest, Dependable Mechanic

   A. Primarily a matter of trial and error

   B. Ask your co-workers and friends who they would recommend

   C. Choose one mechanic to try

   D. Take your car to the mechanic for some small problem

   E. Judge the mechanic by his work and his charges

   F. If you are satisfied, stay with the mechanic

   G. If you are not satisfied, pick another mechanic and start over again

II. Work a Mechanic Should Do

   A. A mechanic has both training and tools that you probably do not have

   B. Problem areas

      1. Wheel alignment and balancing

      2. Shock absorbers

      3. Carburetor adjustment

      4. Spark plugs and distributor

      5. Engine tune-up

      6. Unusual happenings, strange squeaks, and noises

CARE OF A CAR
UNIT VI - C

SEE A MECHANIC
SELF - HELP

Fill in the blanks:

1. Finding an honest, dependable mechanic is primarily a matter of __________________________ and ________________________.
2. Judge a mechanic by his ____________________ and his _______________.
3. What two things does a mechanic normally have that an individual does not have?

   a. __________________________

   b. __________________________
4. List three problem areas that should normally be handled by a mechanic:

   a. __________________________

   b. __________________________

   c. _________________________

CARE OF A CAR
UNIT VI - C

SEE A MECHANIC
SELF-HELP ANSWER SHEET

Fill in the blanks:

1. Trial and error
2. Work and charges
3. a. Training
   b. Tools
4. Any three of the following six:
   a. Wheel alignment and balancing
   b. Shock absorbers
   c. Carburetor adjustment
   d. Spark plugs and distributor
   e. Engine tune-up
   f. Unusual happenings, strange squeaks, and noises

CARE OF A CAR
UNIT VI

UNIT TEST

True/False

If the statement is true, write a "T" in the blank to the left;
if false, write an "F".

_____ 1. The owner's manual is an important source of information regarding car maintenance.

_____ 2. Driver maintenance consists primarily of checking a number of definite points.

_____ 3. The tires should be checked at least once a month and all other points should be checked at least once a week.

_____ 4. Washing your car at home is cheaper and easier.

_____ 5. In cleaning a car you can expect to do some of the work, no matter where you do it.

_____ 6. Choosing a mechanic is primarily a matter of trial and error.

_____ 7. The most important factor in choosing a mechanic is his personal appearance.

_____ 8. The problem areas that normally should be handled by a mechanic include wheel alignment, setting the distributor, and engine tune up.

CARE OF A CAR
UNIT VI

UNIT TEST ANSWER SHEET

True/False

1. True
2. True
3. True
4. False
5. True
6. True
7. False
8. True

FIRST MAJOR PURCHASES

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII

OUTLINE

A. What is a Major Purchase?

B. Methods of Payment -- Cash from Savings, Buying on Time, Borrowing from the Bank, Lay-away -- Advantages and Disadvantages

C. Buying New, Reconditioned or Used

D. The Salesperson and the Guarantee

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII

SUGGESTED ACTIVITIES

I. Instructor:

   A. Provide each student with Objective Sheet

   B. Discuss Terminal and Specific Objectives

   C. Provide each student with Sub-Unit Information, Assignment, Self-Help, and Self-Help Answer Sheets

   D. Suggested Activities for each Sub-Unit are provided on the pages that follow.

   E. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help.

   F. Upon completion of the Unit, give the Unit Test, grade and discuss.

II. Student:

   A. Read Objectives.

   B. Study Sub-Unit Information Sheet.

   C. Complete Sub-Unit Assignment Sheet.

   D. Complete Sub-Unit Self-Help, grade and consider any wrong answers.

INSTRUCTIONAL MATERIALS

1. Included in this unit are the following:

   A. Objectives

   B. Information Sheet for each Sub-Unit

   C. Assignment Sheet for each Sub-Unit

   D. Sub-Unit Self-Help with answers

   E. Unit Test with answers

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII

SUGGESTED ACTIVITIES FOR SUB-UNITS

Instructor:

Sub-Unit A -- What is a major purchase?
No additional activities for this Sub-Unit.

Sub-Unit B -- Methods of Payment. Divide the class into four groups, one group for each method of payment. Guide the class in deciding on three items to be priced. After each group has completed its assignment, lead the class discussion of their findings.

Sub-Unit C -- New, Reconditioned or Used?
No additional activities for this Sub-Unit.

Sub-Unit D -- The Salesperson and the Guarantee.
No additional activities for this Sub-Unit.

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - A

INFORMATION SHEET
What Is A Major Purchase?

I. Major Purchase

   A. The item is not purchased frequently

   B. The cost of the item is too large to be covered by the extra money in one or two paychecks

   C. Examples

      1. Car

      2. Stereo

      3. Furniture

      4. Large appliances

II. Minor Purchase

   A. The item is often purchased rather frequently

   B. The cost can be covered by the extra money in one or two paychecks

   C. Examples

      1. Clothing

      2. Gasoline and car care

III. Budget Expense

   A. Regular expenses

   B. Cost is fairly well known and payment date is fixed

   C. Examples

      1. Rent and utilities

      2. Insurance premiums

      3. Car tags and taxes

      4. Time payments

      5. Food

      6. Entertainment

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - A

WHAT IS A MAJOR PURCHASE?
SELF - HELP

Fill in the blanks with A, B, or X.

In the following two cases if the item is a major purchase, write an A in the blank to the left.

If the item is a minor purchase, write a B.

If the item is a budgeted expense, write an X.

Case I:
You receive a monthly paycheck for $639.07. Of this amount, $83.00 is extra money not already committed.

_____ 1. Apartment rent
_____ 2. Two pairs of jeans
_____ 3. Utilities
_____ 4. Dinner and a movie for two
_____ 5. Two new snowtires and antifreeze
_____ 6. Food
_____ 7. Two stero tapes

Case II:
You receive a weekly paycheck for $161.13. Of this amount $21.00 is extra money not already committed.

_____ 1. Apartment rent
_____ 2. Clothing ($45.00)
_____ 3. Gasoline
_____ 4. Movie
_____ 5. New mattress and box springs
_____ 6. Food
_____ 7. New swim suit

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - A

WHAT IS A MAJOR PURCHASE?
SELF - HELP ANSWER SHEET

Case I.

1. X
2. B
3. X
4. B
5. A
6. X
7. B

Case II.

1. X
2. A
3. B
4. B
5. A
6. X
7. B

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - B

METHODS OF PAYMENT
INFORMATION SHEET

I. How to Pay for It

   A. Cash -- from a savings account

      1. Advantages

         a. No interest or carrying charges
         b. No payments due out of future checks
         c. Sometimes you can buy the item cheaper

      2. Disadvantages

         a. Loss of interest on the savings account
         b. May not have enough cash
         c. Seller may not live up to the guarantees

   B. Buying on time

      1. Advantages

         a. Buy a needed item when you need it
         b. Store credit is usually fairly easy to obtain

      2. Disadvantages

         a. Interest and carrying charges usually are high
         b. Commiting future earnings can be dangerous
         c. Easy to buy more than you need or can pay for
         d. Financial obligation continues even if the item is faulty

   C. Borrowing from a bank

      1. Advantages

         a. Interest rates are usually lower
         b. Bank usually more sympathetic if problems occur

      2. Disadvantages

         a. Bank will require collateral and/or co-signer
         b. May not agree to loan you the full amount you need

D. Lay-away

  1. Advantages

    a. Item is paid for when you get it
    b. Usually no interest or carrying charges

  2. Disadvantages

    a. Not all merchandise is sold this way
    b. Not all stores have lay-away
    c. You must plan for your needs several months ahead

II. Some Guidelines

A. Finance companies and loan sharks are not banks

B. Make all payments on time

C. Be sure to budget any new time payments

D. Base your buying on your minimum salary - not on base plus overtime

E. Make sure you need the item - not just want it

F. Don't commit your complete paycheck - emergencies may occur

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - B

METHOD OF PAYMENT
SELF - HELP

True/False

If the answer is true, place a "T" in the blank to the left; if false, write an "F".

_____ 1. A major advantage of paying cash is that there are no future payments.

_____ 2. There are no disadvantages when you pay cash.

_____ 3. Buying on time is usually the easiest and least expensive method of payment.

_____ 4. A major disadvantage of time payments is that it is easy to buy more than you can pay for.

_____ 5. The interest rate on a bank loan is usually less than for the same amount on a time payment.

_____ 6. The bank will always loan you the amount of money you need.

_____ 7. Not all merchandise is sold on lay-away.

_____ 8. A major advantage of lay-away is that the item is paid for when you get it.

_____ 9. Bank, finance companies, and loan sharks all charge almost the same interest rates.

_____ 10. You should base your buying on your minimum take-home pay.

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - B

METHOD OF PAYMENT
SELF - HELP ANSWER SHEET

True/False

1. True
2. False
3. False
4. True
5. True
6. False
7. True
8. True
9. False
10. True

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - C

NEW, RECONDITIONED OR USED?
INFORMATION SHEET

I. Status of the Item

- A. Item may be new
    1. Item is direct from manufacturer - no previous users
    2. All factory warranties are in force
- B. Item may be reconditioned
    1. Item has been used, but has been professionally repaired
    2. May have some guarantees in force
- C. Item may be used
    1. Item has had previous owner and user
    2. Usually no guarantees

II. New Status

- A. Advantages
    1. You get to enjoy a new product
    2. You get a full set of factory warranties
    3. You get the latest styles, materials, and technology
    4. Can often buy on time
- B. Disadvantages
    1. Highest initial cost
    2. You can get a lemon
    3. Factory warranties are no better than the reputation of the company that issues them

III. Reconditioned Status

   A. Advantages

      1. Much cheaper than a new item

      2. Item has been professionally examined and repaired

      3. May be able to buy on time

   B. Disadvantages

      1. Repairs are no better than the professional repair man

      2. Guarantee period is usually short -- 30 to 90 days

      3. No contact with previous owner

IV. Used Status

   A. Advantages

      1. Cheapest of the three statuses

      2. Old styles are available

      3. Can usually contact the previous owner

   B. Disadvantages

      1. Buyer needs to know a great deal about the item - new price, technology, etc.

      2. Item is bought as is, where it is, moving it is your problem

      3. You can't always believe the previous owner - there is no guarantee

      4. Usually need to have the full purchase price in cash

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - C

NEW, RECONDITIONED OR USED?
ASSIGNMENT SHEET

Study the Information Sheet. Take the Self-Help and check your answers.

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - C

NEW, RECONDITIONED OR USED?
SELF - HELP

True/False

If the answer is true, write a "T" in the blank to the left; if false, write an "F".

_____ 1. A new item has all factory warranties in force.

_____ 2. A reconditioned item has the same factory warranties as a new item.

_____ 3. On a used item, the only guarantees you get is the word of the previous owner.

_____ 4. One advantage of buying a new item is that you get the latest styles, materials, and technology.

_____ 5. Buying new usually means that you pay the highest initial cost.

_____ 6. You can always buy a reconditioned item on time.

_____ 7. A reconditioned item has been professionally examined and repaired.

_____ 8. Buying a used item can be the cheapest way to buy.

_____ 9. When buying a used item, you should expect no more than you personally know is there.

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - C

NEW, RECONDITIONED OR USED?
SELF - HELP ANSWER SHEET

True/False

1. True
2. False
3. True
4. True
5. True
6. False
7. True
8. True
9. True

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - D

THE SALESPERSON AND THE GUARANTEE
INFORMATION SHEET

I. The Salesperson

   A. Often paid on commission - no sales, no paycheck

   B. Don't usually lie but don't always tell the whole truth

   C. Will usually give you the right answers if you ask the right question

   D. Salesperson is human, too -- you will get the best service if you approach the salesperson in a friendly manner

   E. Don't claim more knowledge than you have -- a good salesperson dislikes a braggert

   F. Remember -- verbal promises are not legally binding

II. The guarantee

   A. Don't sign anything without reading and understanding it

   B. If you don't understand, ask for an explanation

   C. The guarantee is no better than the store that backs it

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - D

THE SALESPERSON AND THE GUARANTEE
ASSIGNMENT SHEET

Study the Information Sheet. Take the Self-Help and check your answers.

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - D

THE SALESPERSON AND THE GUARANTEE
SELF - HELP

Situations - Read each of the following situations. Consider what you would do and why.

1. You need to buy a winter coat and have $175.00 to spend. You don't know what fabrics are available but you would like a blue coat. You approach a salesperson. What should you tell the salesperson in the beginning?

2. You plan to buy a stero. The salesperson tells you the one you want is guaranteed for five years. The written guarantee specifies that the cabinet is guaranteed for five years and the components for twelve months, parts only. Who do you believe?

3. You plan to buy a new mattress and box springs. You need to charge part of it. The papers you are asked to sign don't make sense. What do you do?

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII - D

THE SALESPERSON AND THE GUARANTEE
SELF - HELP ANSWER SHEET

Situations:

1. Your answer should include the following points:
    a. You want a blue winter coat
    b. In the $150-$160 price range
    c. I am not sure what fabrics are available
2. You believe the written guarantee. The salespersons didn't lie to you but didn't tell you the whole truth.
3. Don't sign the papers, do ask for an explanation

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII

UNIT TEST

True/False
If the answer is true, write a "T" in the blank to the left;
if false, write an "F".

_____ 1. Rent and utilities are examples of budgeted expenses.

_____ 2. A major purchase is an item that is too expensive to be covered by the extra money in one or two paychecks.

_____ 3. A major advantage of paying cash is there are no future payments.

_____ 4. A major disadvantage of time payments is that it is easy to buy more than you can afford.

_____ 5. You can always buy the item you want on lay-away.

_____ 6. Banks, finance companies and loan sharks charge considerably different interest rates.

_____ 7. You should base your buying on your largest take home salary of the year.

_____ 8. In buying an item you have a choice among new, reconditioned, or used.

_____ 9. A reconditioned item carries the same guarantees as a new item.

_____ 10. When you buy a used item you can expect to pay cash.

_____ 11. Buying a used item can be the cheapest way to buy.

_____ 12. Your attitude and manner will have no effect on the service you receive from the salesperson.

_____ 13. The promises made by the salesperson are not legally binding.

_____ 14. A guarantee is no better than the store that backs it.

CONSUMER SKILLS - THE FIRST MAJOR PURCHASE
UNIT VII

UNIT TEST ANSWER SHEET

1. True
2. True
3. True
4. True
5. False
6. True
7. False
8. True
9. False
10. True
11. True
12. False
13. True
14. True

COMMON SENSE KNOWLEDGE

UNIT VIII

OUTLINE

VIII. Common Sense Knowledge

- A. Use of the telephone
  - 1. Sharing a telephone
  - 2. Telephone sales
  - 3. Obscene and nuisance calls
  - 4. Long distance
  - 5. Emergency telephone numbers
- B. Door-to-door salespersons
  - 1. How they make their living
  - 2. Handling the door-to-door salesperson
- C. You and your neighbors
  - 1. The locale dictates what is good and bad manners.
  - 2. The neighborhood occasionals
    - a. The postman, policeman, delivery person
    - b. The meter reader, census taker, charity worker, minister
- D. You and your job
  - 1. Attitudes
  - 2. Work habits

COMMON SENSE KNOWLEDGE
UNIT VIII

TERMINAL OBJECTIVE

Upon completion of this unit, the student should be able to handle certain common problems that arrive in daily life. This ability will be demonstrated by scoring 85% on the unit test.

SPECIFIC OBJECTIVES

After completion of this unit, the participant should be able to:

1. Demonstrate the ability to cope with specific situations arising from the use of the telephone.
2. Demonstrate the ability to handle door-to-door salespersons.
3. Demonstrate the ability to integrate into a neighborhood.
4. Distinguish between the neighborhood occasionals and the stranger in the neighborhood.
5. Distinguish between good and bad work habits as they relate to a job.

THE FIRST HOME AWAY FROM HOME
UNIT VIII

SUGGESTED ACTIVITIES

I. Instructor

   A. Provide each student with Objective Sheet

   B. Discuss Terminal and Specific Objectives

   C. Provide each student with Sub-Unit Information, Assignment, Self-Help, and Self-Help Answer Sheets

   D. Suggested Activities for each Sub-Unit are provided on the pages that follow

   E. Upon completion of each Sub-Unit, discuss the Sub-Unit Self-Help

   F. Upon completion of the Unit, give the Unit Test, grade and discuss

II. Student

   A. Read Objectives

   B. Study Sub-Unit Information Sheet

   C. Complete Sub-Unit Assignment Sheet

   D. Complete Sub-Unit Self-Help, grade and consider any wrong answers

INSTRUCTIONAL MATERIALS

Included in this unit are the following:

   A. Objectives

   B. Information Sheet for each Sub-Unit

   C. Assignment Sheet for each Sub-Unit

   D. Sub-Unit Self-Help with answers

   E. Unit Test with answers

COMMON SENSE KNOWLEDGE
UNIT VIII

Suggested Activities for Sub-Units

Sub-Unit VIII-A -- Use of the Telephone

Instructor should arrange for a telephone representative to talk to the class on points covered on the Information Sheet.

Sub-Unit VIII-B -- Door-to-Door Salespersons
No additional Suggested Activities for this Sub-Unit.

Sub-Unit VIII-C -- You and Your Neighbors
No additional Suggested Activities for this Sub-Unit.

Sub-Unit VIII-D -- You and Your Job
Instructor should arrange for a supervisor or foreman to talk to students regarding the importance of work habits.

COMMON SENSE KNOWLEDGE
UNIT VIII-A

USE OF THE TELEPHONE

INFORMATION SHEET

I. Sharing a Telephone

  A. Apply the Golden Rule - but don't expect it of others.

  B. Keep conversations short.

  C. Moderate your voice and watch your language.

II. Telephone Sales Solicitor

  A. If you are busy or not interested, tell them so firmly but politely and hang up.

  B. Many solicitors are legitimate salespersons.

  C. A few telephone solicitors are part of con-games.

III. Obscene, Threatening, and Nuisance Calls

  A. These include the truly obscene , the "breather", children playing with the phone, and the intimidator.

  B. Caller is difficult to identify.

  C. If the calls persist, report them to the telephone company and ask for their advice.

  D. When reporting these types of calls, be sure to give your name, address and telephone number.

IV. Long Distance Calls

  A. Long distance can be expensive - the longer you talk, the more expensive it is per minute.

  B. Plan your calls.

    1. Think over what you want to say before you call.

    2. Watch the time.

INFORMATION SHEET

V. Emergency Numbers

A. Emergency numbers should be posted by the phone.

B. These include the following

1. Fire
2. Police
3. Ambulance
4. Your doctor
5. Next of kin

COMMON SENSE KNOWLEDGE
UNIT VIII-A

USE OF THE TELEPHONE

ASSIGNMENT SHEET

Study the Information Sheet. Instructor will arrange for telephone representative to discuss the subjects on the Information Sheet. Take the Self-Help and check your answers.

COMMON SENSE KNOWLEDGE
UNIT VIII-A

USE OF THE TELEPHONE

SELF-HELP

True/False

If the statement is True, write a T in the blank to the left;
if False, write an F.

_____ 1. If you share a telephone, apply the Golden Rule.

_____ 2. Keep conversations short and speak in a moderate voice.

_____ 3. When a telephone sales solicitor calls, you should be polite and listen to the sales pitch.

_____ 4. All telephone sales solicitors are legitimate sales persons.

_____ 5. If a telephone call is obscence or a nusiance call, you should ignore it the first time.

_____ 6. If obscene calls persist, notify the telephone company and ask for their advice.

_____ 7. The longer you talk on long distance, the cheaper it gets.

_____ 8. You should plan what you want to say before calling long distance.

_____ 9. The best place to put emergency numbers is in the front of the telephone book.

____ 10. Emergency numbers should include: fire, police, and your next of kin.

COMMON SENSE KNOWLEDGE
UNIT VIII-A

USE OF THE TELEPHONE

SELF-HELP ANSWER SHEET

1. True
2. True
3. False
4. False
5. True
6. True
7. False
8. True
9. False
10. True

COMMON SENSE KNOWLEDGE
UNIT VIII-B

DOOR-TO-DOOR SALESPERSONS

INFORMATION SHEET

I. How They Make Their Living

   A. Paid by commission on sales - no sales, no pay

   B. Must pay their own expenses

   C. Chosen for the following traits:

      1. Pleasing first impression

      2. Fits a preconceived image of a successful salesperson

      3. Ability to deliver a standard sales pitch spontaneously and convincingly

   D. They are not chosen for their total honesty or complete integrity.

II. Handling the Door-to-Door Salesperson

   A. If you are busy, tell the salesperson you are not interested and close the door.

   B. If you want to listen and have an hour or two and are rested, then you might invite them in.

   C. Insist on identification before you open the door.

   D. Sign no papers on the first visit.

   E. Be prepared to be talked into buying a product you may not need.

   F. The product may also cost more than one from a store.

   G. Caution - Some people say they are salespersons when in fact they have something else in mind.

COMMON SENSE KNOWLEDGE
UNIT VIII-B

DOOR-TO-DOOR SALESPERSONS

ASSIGNMENT SHEET

Study the Information Sheet. Take the Self-Help and check your answers.

COMMON SENSE KNOWLEDGE
UNIT VIII-B

DOOR-TO-DOOR SALESPERSONS

SELF-HELP

True/False

If the statement is True, write a "T" in the blank to the left; if False, write an "F".

_____ 1. A door-to-door salesperson is usually salaried and on an expense account.

_____ 2. Salespersons are chosen for their complete honesty.

_____ 3. If you are busy, you should tell the salesperson you are not interested and close the door.

_____ 4. Insist on identification before you admit a salesperson.

_____ 5. The salesperson will not pressure you into buying the product unless you need it.

_____ 6. All door-to-door salespersons are thieves and rapists.

COMMON SENSE KNOWLEDGE
UNIT VIII-B

DOOR-TO-DOOR SALESPERSONS

SELF-HELP ANSWER SHEET

True/False

1. False
2. False
3. True
4. True
5. False
6. False

COMMON SENSE KNOWLEDGE
UNIT VIII-C

YOU AND YOUR NEIGHBORS

INFORMATION SHEET

I. The Locale Dictates

A. Good and bad manners

1. Determined by neighborhood before you arrive
2. To be accepted, you must learn to comply quickly.
3. Be observant, quiet, and not pushy.

B. You are the stranger

1. Ask your landlord about your neighbors.
2. Try to meet and get acquainted with at least one person quickly.

II. The Neighborhood Occasionals

A. The regulars

1. Those whose jobs make them part of the neighborhood
2. Mailman, policeman, paper person, delivery person - these are some you should get to know.

B. The occasionals

1. These people visit the neighborhood.
2. They include meter reader, census taker, social worker, and minister.

COMMON SENSE KNOWLEDGE
UNIT VIII-C

YOU AND YOUR NEIGHBORS

ASSIGNMENT SHEET

Study the Information Sheet. Take the Self-Help and check your answers.

COMMON SENSE KNOWLEDGE
UNIT VIII-C

YOU AND YOUR NEIGHBORS

SELF-HELP

True/False

If the statement is True write a "T" in the blank to the left; if False, write an "F".

_____ 1. Social customs in your new neighborhood will be the same as they were back home.

_____ 2. You are the stranger in your new neighborhood.

_____ 3. The mailman and paper person belong in the neighborhood.

_____ 4. People such as the meter reader and minister may visit the neighborhood occasionally.

_____ 5. You shold try to become part of your neighborhood.

_____ 6. You can do as you like - the neighbors can learn to live with you.

COMMON SENSE KNOWLEDGE
UNIT VIII-C

YOU AND YOUR NEIGHBORS

SELF-HELP ANSWER SHEET

True/False

1. False
2. True
3. True
4. True
5. True
6. False

COMMON SENSE KNOWLEDGE
UNIT VIII-D

YOU AND YOUR JOB

ASSIGNMENT SHEET

Study the Information Sheet. The instructor will arrange for a supervisor to discuss the importance of work habits with the class. Take the Self-Help and check your answers.

COMMON SENSE KNOWLEDGE
UNIT VIII-D

YOU AND YOUR JOB

INFORMATION SHEET

I. Attitudes Are Important

   A. The boss

      1. The company put him/her there.

      2. He/she worked to get the position.

      3. Your responsibility to get along, not his or hers.

   B. Your co-workers

      1. Refer to co-workers who have been there longer than you have.

      2. Use friendliness rather than conflict.

      3. Achieve a balance between independence and flattery.

   C. The company

      1. The company pays for the work you get done.

      2. Your responsibility to do the work right the first time.

      3. Your responsibility to boost the company's image among outsiders.

II. Good Work Habits Are Important

   A. Be there and be on time

      1. Get to work a few minutes early.

      2. Keep your breaks and lunch within the limits set by the company.

      3. Work until it is time to quit - don't start quitting thirty minutes early.

      4. Your responsibility to be at work every working day.

INFORMATION SHEET

B. Safety is important

   1. Be rested and alert.
   2. Keep your mind on your job.
   3. Report unsafe conditions to your supervisor immediately.
   4. Your lapses can cause someone else to be hurt or killed.
   5. With safety, you are your brother's keeper.

C. The equipment is important

   1. Good equipment makes your work easier and safer.
   2. Keep track of the equipment assigned to you.
   3. Keep your equipment in repair and where it belongs.
   4. Keep your hands off of equipment that doesn't belong to you - no matter where it is.
   5. Company equipment belongs at work, not at home.

III. Use the Golden Rule - But don't expect it in return.

COMMON SENSE KNOWLEDGE
UNIT VIII-D

YOU AND YOUR JOB

SELF-HELP

True/False

If the statement is True, write a "T" in the blank to the left; if False, write an "F".

____ 1. It is your responsibility to get along with your boss.

____ 2. In getting along with co-workers, strive for a balance between independence and flattery.

____ 3. The company owes you a paycheck, no matter how little work you get done.

____ 4. It is your responsibility to be at work on time every work day.

____ 5. Safe working conditions are someone else's responsibility, not yours.

____ 6. To work safe, you need to be rested, alert and pay attention to what you are doing.

____ 7. The condition of your equipment has no bearing on how well you do your job.

____ 8. If you have misplaced a tool, it is alright to borrow one where you can find it.

____ 9. Taking company equipment home is usually acceptable.

____ 10. Use the Golden Rule - but don't expect others to.

COMMON SENSE KNOWLEDGE
UNIT VIII-D

YOU AND YOUR JOB

SELF-HELP ANSWER SHEET

True/False

1. True
2. True
3. False
4. True
5. False
6. True
7. False
8. False
9. False
10. True

COMMON SENSE KNOWLEDGE
UNIT VIII

True/False

If the statement is True, write a "T" in the blank to the left; if False, write an "F".

_____ 1. If you share a telephone, keep conversation short and speak in a moderate voice.

_____ 2. When a telephone sales solicitor calls, you should always be polite and listen.

_____ 3. If a telephone call is obscene or a nuisance, you should ignore it the first time.

_____ 4. Emergency telephone numbers should include fire, police, and your next of kin.

_____ 5. When a door-to-door salesperson calls and you are busy, you should tell the salesperson you are not interested and close the door.

_____ 6. All door-to-door salespersons are thieves or rapists.

_____ 7. In a new neighborhood, you are the stranger.

_____ 8. There are numerous people with legitimate business in the neighborhood who don't live there.

_____ 9. You should try to become part of your neighborhood.

_____ 10. It is your responsibility to get along with your boss and co-workers.

_____ 11. There is nothing wrong with being late or leaving early from work.

_____ 12. Safety on the job is as much your responsibility as it is the company's.

_____ 13. Taking company equipment home is usually acceptable.

_____ 14. Use the Golden Rule - but don't expect it of others.

COMMON SENSE KNOWLEDGE
UNIT VIII

UNIT TEST ANSWER SHEET

True/False

1. True
2. False
3. True
4. True
5. True
6. False
7. True
8. True
9. True
10. True
11. False
12. True
13. False
14. True